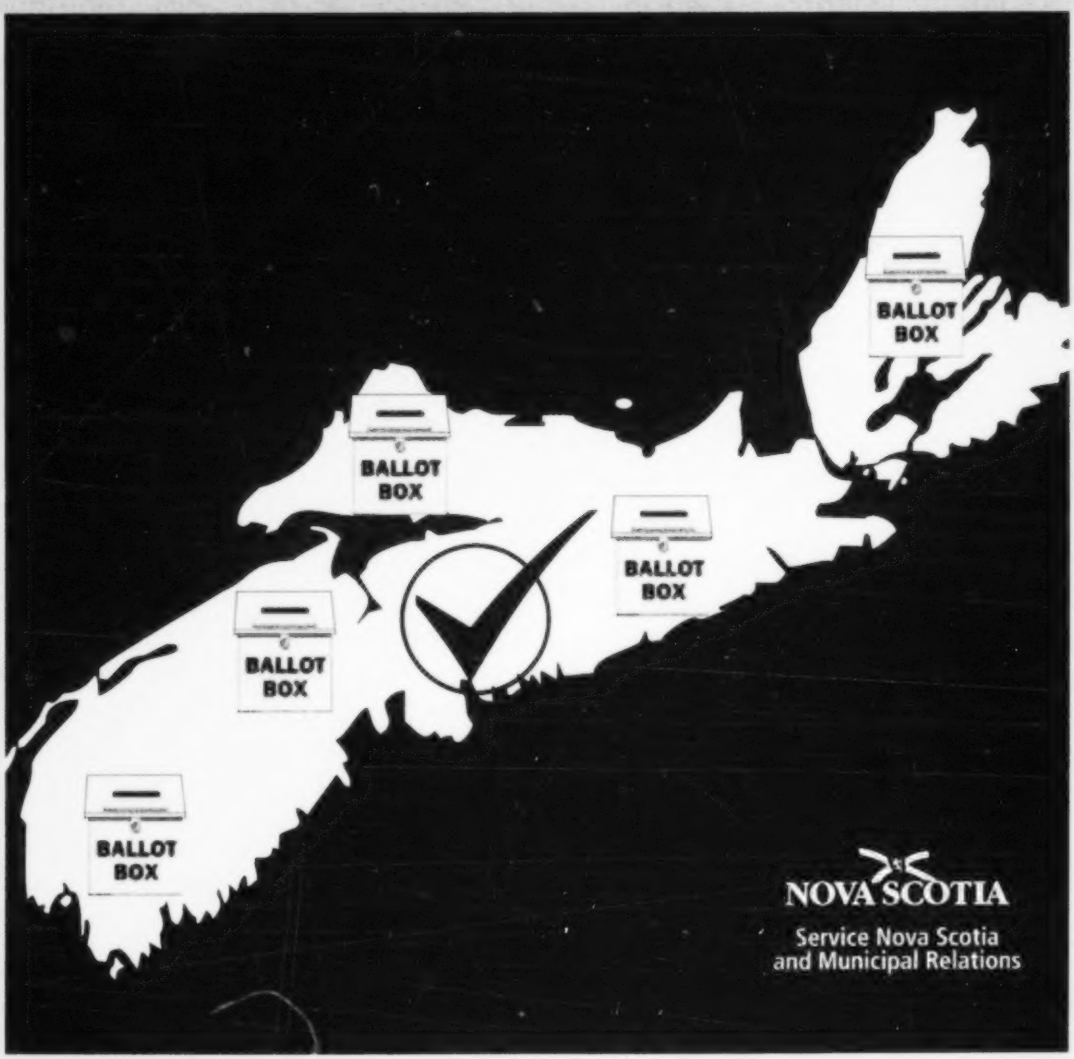
Nova Scotia
Municipal Elections Handbook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NOVA SCOTIA
Service Nova Scotia
and Municipal Relations

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FOREWORD

This is the eleventh edition of the Municipal Elections Handbook. The handbook was first released following the passage in 1979 of the *Municipal Elections Act*, which is now the main statute governing all municipal and school board elections.

The handbook is intended primarily to assist municipal election officers to understand required procedure and conduct an election that is fair and efficient, but it may also be a useful reference for candidates, campaign workers and others involved in the election.

Of course, the *Municipal Elections Act* and any relevant provisions in other statutes must be followed for official reference if there is a conflict between the legislation and the handbook.

ACKNOWLEDGEMENTS

This eleventh edition of the Handbook was updated with the assistance of a Municipal Elections Handbook Project Team that was struck in consultation with the Association of Municipal Administrators.

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INTRODUCTION

This handbook has been prepared to assist municipal returning officers (ROs), enumerators, revising officers, deputy returning officers (DROs) and poll clerks in the conduct of municipal and school board elections. In 2004, electors will also be voting on the provincial Sunday shopping plebiscite. Candidates, agents of candidates, and others involved in the process may also find useful reference information and guidelines in the handbook.

Municipal election officials perform a very important electoral task. They enable Nova Scotian communities to elect their mayors, councillors, and school board representatives. They are also responsible for any plebiscites that may be required by council as part of the election process. While holding office, election officials must avoid any involvement in municipal politics and carry out their tasks with fairness and impartiality as required in their oath of office.

Returning officers are advised to start planning their schedule of responsibilities early in an election year. The municipal elections calendar provided should be a useful aid in planning and timing required election procedures.

For convenience, this handbook is organized into 4 parts. Specific details for school board elections, including *Conseil scolaire acadien provincial* (CSAP) and the African Nova Scotian representative to the school board, are given separately in the text where it is felt that the details will help to clarify the information and requirements.

Briefly, Part 1 has general information for returning officers while Part 2 has information for returning officers relating to school boards. Part 3 has instructions for enumerators and Part 4 has instructions for deputy returning officers and poll clerks. A new feature with this edition of the handbook is a training program which is included in hard copy. It is also available in PowerPoint from SNSMR. Returning officers may, of course, develop their own training programs. Appendices with further election information is also included.

Each part of the handbook is divided into several chapters with respective pages. The objective of this resource manual format is to enable users to replace appropriate pages whenever updates are issued. It is essential that users keep track of updates.

Obsolete pages must be removed and revised pages inserted immediately when they arrive.

A goal of the handbook is to provide information in simple terms and with minimum legal language. Relevant references to statutes are quoted or shown in parenthesis for additional detail. By default, where only sections are indicated in parenthesis, they refer to the sections of the *Municipal Elections Act.* The handbook also has references to forms prescribed under the *Municipal Elections Act.*

It is very important that election officials read this handbook carefully to completely understand all required tasks. Failure to comply with essential procedure can cause serious problems in the election. Returning officers are expected to be familiar with the full handbook because it is also intended to assist them in training their election officials.

On a cautionary note, it should be kept in mind that the handbook covers general situations. Specific situations may require careful legal analysis and reference to the *Municipal Elections Act* and the *Education Act* and to municipal or school board solicitors or lawyers in private practice as circumstances require. In some cases, returning officers may need to seek the advice of the Municipal Elections Officer, using the contact information in the appendix.

Service Nova Scotia and Municipal Relations also prepares the following two publications which are also included in the handbook:

- A Calendar Guide to Municipal Elections (for regular elections)
- A Candidate's Guide to Municipal Elections

Copies of the handbook, these two publications, as well as the *Municipal Elections Act*, may be downloaded from the government website or ordered using the website address and contact information in the appendix.

Hopefully, users will find this handbook a handy reference. Service Nova Scotia and Municipal Relations would welcome any comments and suggestions for improving the handbook, particularly following each election. *Users may forward their suggestions though the Municipal Elections Officer* using the contact information in the appendix.

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PART ONE

MUNICIPAL RETURNING OFFICER'S GENERAL INFORMATION AND PROCEDURES

Note: References to sections of legislation in various parts of this Handbook are to the *Municipal Elections Act,* unless otherwise stated.

Chapter One

GENERAL INFORMATION

Section 1.1.1 - Legislation

- The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards.
- The *Education Act* has additional provisions dealing with the election of members of school boards, including elections to the *Conseil scolaire acadien provincial* (CSAP) and election of an African Nova Scotian representative to each district or regional school board.
- Amendments to the *Retail Business Uniform Closing Day Act* direct that municipal returning officers conduct a provincial plebiscite on the issue of Sunday shopping in conjunction with the regular municipal elections in 2004.

Section 1.1.2 - Election Officers

1.1.2.1 Municipal Elections Officer

Appointment

- The *Municipal Elections Act* [s. 3] provides for the Governor in Council to appoint a provincial public servant as the Municipal Elections Officer.

Duties

- The duties of the Municipal Elections Officer are to:
  - issue returning officers any instructions that may be deemed necessary to ensure effective execution of the provisions of the Act, and
  - perform any other duties prescribed by or coming under the Act.
- **Contact information is provided in Appendix "A".**

1.1.2.2 Municipal Returning Officer

Appointment

- The returning officer, (who may be the municipal clerk, another municipal employee or a person who is not a municipal employee), is appointed by council to conduct regular and special elections [s. 4].

- If the returning officer is being appointed for the first time, the appointment must be completed before March 15th in a regular election year [s. 4(1B)].

When Reappointment Not Required

- Once appointed, the returning officer does not have to be reappointed for subsequent regular or special elections unless the appointment was for a fixed term.

Duties of Returning Officer

- The Act [s. 6] provides that the returning officer is responsible for:
  - overseeing and directing the administrative conduct of the election
  - appointing and instructing other elections officers (enumerators, revising officers, deputy returning officers, poll clerks)
  - appointing and instructing substitute election officers where needed
  - setting up polling stations
  - requiring election officers to be fair and impartial in their duties
  - performing any other duties required by legislation

1.1.2.3 Assistant Returning Officer (Optional)

- Council may appoint an assistant returning officer to assist the returning officer [s. 4(1A)].

- The assistant returning officer assists the returning officer in carrying out the returning officer's duties and acts as returning officer in the absence or at the request of the returning officer.

1.1.2.4 Registrar of Voters (Optional)

- The council may appoint a registrar of voters on the recommendation of the returning officer [s. 22].

- The appointment must be made by May 31st in a regular election year.
- The duties of the registrar of voters are to oversee the conduct of enumeration and to assist the returning officer in the preparation of the preliminary list of electors.
- If council does not appoint a registrar of voters, the returning officer must carry out the duties.
- See Chapter 4 of this Part for more information.

1.1.2.5 Enumerators (Optional)

- Where council has directed that the preliminary lists of electors for the municipality be prepared by enumeration, the returning officer appoints sufficient enumerators to register the electors [s. 23].
- See Part 3 of this Handbook, Guide for Enumerators, for more information.

1.1.2.6 Revising Officer (Optional)

- The returning officer appoints a revising officer to conduct a revision of the preliminary list of electors for one or more polling districts in the municipality [s. 33].
- The registrar of voters may be appointed as revising officer.
- The returning officer may act where no revising officer has been appointed.
- The revision process and the responsibilities of the revising officer are presented in Chapter 4 of this Part.

1.1.2.7 Deputy Returning Officers (DROs) and Poll Clerks

- DROs and poll clerks are responsible for the polling stations on the voting days.
- DROs and poll clerks are appointed by the returning officer. They may also be dismissed and replaced by the returning officer for cause [s. 58].
- See Part 4 of this Handbook, Guide for Deputy Returning Officers and Poll

Clerks, for more information.

Section 1.1.3 -
Oath or Affirmation (s) of Office

- On appointment, all election officials must take an oath or affirmation of office.
- The returning officer, assistant returning officer and revising officer (if appointed), must take the oath or affirmation in Form 1 of the *Municipal Elections Act*, to act faithfully and impartially in the performance of their duties.
- The registrar of voters (if appointed) must take an oath or affirmation in Form 4 of the *Municipal Elections Act*.
- The oath or affirmation for Deputy Returning Officers and Poll Clerks is explained in Part 4 of this Handbook (Guide for Deputy Returning Officers and Poll Clerks).
- The oath or affirmation for enumerators is explained in Part 3 of this Handbook (Guide for Enumerators).

Section 1.1.4 -
Persons Disqualified for Appointment as Election Officers

- The returning officer is prohibited from appointing anyone convicted of corrupt practice or bribery in the 10 years before election day as an election officer [s. 8].

Section 1.1.5 -
School Board Returning Officers

- Municipal returning officers are responsible for school board elections [*Education Act*, s. 48(2)].
- Because school board electoral district boundaries can include more than one municipality, not all municipal returning officers are required to act as school board returning officers.

- Municipal returning officers either conduct school board elections themselves or work closely with the designated returning officers for school board elections.

- Even if a municipal returning officer is not the returning officer for a school board election in his/her municipality, the municipal returning officer is responsible for school board voting in the municipality.

- Municipal returning officers who are not returning officers for a school board election in their municipalities have the responsibility to:
  - advertise with respect to the school board election in their municipalities
  - ensure that polling stations and poll staff are in place for the school board election(s) in their municipalities, even if the council is acclaimed
  - train poll staff in carrying out the school board election(s)
  - ensure that the results of the school board election(s) (and uncounted ballots, if necessary) are transmitted to the school board returning officer

- Refer to Part 2 of this Handbook for
  - the responsibilities of the school board returning officer,
  - the responsibilities of municipal returning officers administering a school board vote, and
  - an explanation of voting in school board elections.

Section 1.1.6 - General Information for a Regular Election Year

1.1.6.1 Term of Office

- Mayors, councillors, and school board members are elected on the same day for four year terms [s. 2(1)(ac), s. 10].

1.1.6.2 Election Day

- General elections are held every four years on the third Saturday in October, starting in the year 2000 [s. 10].

- The hours for election day are 8:00 a.m. to 7:00 p.m.

1.1.6.3 Advance Poll Days

- The legislation provides for two advance poll days [s. 2(1)(a)]:

- The first advance poll must be held on a day fixed by council resolution, which must be either Thursday, 9 days before ordinary polling day, or Saturday, 7 days before ordinary polling day.
- The second advance poll is fixed by legislation to be held on Tuesday, 4 days before ordinary polling day.
- The hours of the advance poll are 12:00 noon to 8:00 p.m. on each day [s. 114(5)].

Section 1.1.7 -
Costs of the Elections

1.1.7.1 General

- Council may ask the returning officer to estimate the cost of the election for budgetary purposes.

- Included in the costs would be such items as supplies, personnel, the cost of the list of electors (preparation and revisions), training costs and the rental of premises for polling stations and other purposes.

- Some costs of holding a school board election can be recovered from the school board. See Section 1.1.7.3.

- For 2004, the province has indicated its intention to compensate municipalities for holding the provincial Sunday shopping plebiscite.

1.1.7.2 Tariff of Fees and Election Expenses

- Council is required to set a tariff of fees and expenses for the costs of the election in the municipality [s. 139].

- In addition, council may revise and amend the tariff and provide for a method of verifying payments, and may authorize additional payments where compensation appears to be low or where the services or expenses incurred are not covered in the tariff.

- The items usually included in the tariff are stipends payable to enumerators, DROs, poll clerks, or other election workers assisting the returning officer.

- **A model tariff is included in Appendix "E".**

1.1.7.3 Recovery of Costs of the School Board Elections

- Municipalities are entitled to claim from school boards the additional costs of the school board elections. Municipalities have claimed the following, where applicable:
    - portion of the stipend paid to the returning officer
    - administrative costs for things like photocopying, communications charges, courier/delivery charges
    - costs of supplies, such as ballots and poll materials
    - polling station costs, including costs of poll officials
    - training costs
    - advertising costs

Section 1.1.8 - Municipal Council Elections

1.1.8.1 Municipal Council Members

Electors voting for council members cast ballots for:

- **Mayor**
    - in towns and regional municipalities, and in any county or district municipality that adopts a mayoralty system.
    - The names of candidates appear on the ballot, and the elector is entitled to vote for only one of the candidates for mayor.
- **Councillors**
    - in all municipalities.
    - Councillors are elected in one of three ways:
        1. At large in towns that are not divided into polling districts (wards). The names of all candidates appear on one ballot and the elector votes for the candidates of choice, up to the maximum number of councillors authorized for the town.
        2. Two councillors per polling district (ward) in a few towns. The names of the candidates for the polling district (ward)

appear on the ballot, and the elector is entitled to vote for not more than two of the candidates.

3. One councillor per polling district in all other municipalities. The names of the candidates for the polling district appear on one ballot, and the elector is entitled to vote for only one of the candidates.

1.1.8.2 Municipal Plebiscite

- A council can decide that the municipality should seek the opinion or approval of the electorate on a particular issue [s. 56(2)].
- Where council has directed a question to be asked, the returning officer must arrange to hold a plebiscite.
- The plebiscite can be held with a general or special election, or be held separately.

Section 1.1.9 -
Other Elections to Be Held in Conjunction With Municipal Elections

1.1.9.1 School Board Elections

- Each municipal polling district is also within the jurisdiction of a regional/district school board, and within the jurisdiction of the *Conseil scolaire acadien provincial* (CSAP).
- In each polling district, there could be an election for one or all of the following offices:
  - the district member of the regional/district school board
  - the African Nova Scotian member of the regional district/school board
  - the district member for CSAP
- An elector can only vote for one school board office in an election [*Education Act*, s. 49].

- More information on school board elections is in Part 2 of this Handbook.

1.1.9.2 2004 Provincial Sunday Shopping Plebiscite

- All municipalities are required to hold a vote on the provincial plebiscite question concerning Sunday shopping in conjunction with the regular municipal elections in 2004 [*Retail Business Uniform Closing Day Act*, s. 10].

CHAPTER 2

QUALIFICATIONS TO VOTE

Section 1.2.1 - Persons Qualified for Registration and Voting for Council Elections

◆ Under the *Municipal Elections Act* [s. 14], a person entitled to be registered on the list of electors and to vote in a municipal election must:

- be 18 years or older on ordinary polling day
- be a Canadian citizen on ordinary polling day
- have been ordinarily resident in the municipality or in an area annexed to the municipality for at least three months immediately preceding ordinary polling day, and continue to reside there

1.2.1.1 Persons Not Qualified to Vote

◆ The Act [s. 15] disqualifies the following persons from registration or voting:

- the returning officer
- an inmate in a correctional or reform centre
- a person convicted of bribery under the *Municipal Elections Act* in the last 6 years before election day

◆ **Hints on Qualifications to Vote:**

- Students who do not have a family home in the province must meet the requirements to vote that apply to all other voters in the province.
- A "landed immigrant" is not eligible to vote.
- "British subjects" used to be qualified, but only Canadian citizens can now vote in a municipal election.
  (Note: municipalities using the list of electors from the 2003 provincial election should be cautioned that "British subjects" were entitled to vote for the last time in that election, and their names may still appear on the provincial list of electors.)

◆ Nova Scotia does not have non-resident voting. This means that municipal taxpayers who are not ordinarily resident in the municipality are not entitled to vote in that municipality.

- Persons who may be regarded as having a mental illness or mental disability are entitled to vote, as long as they are able to identify themselves to election officers, and to indicate that they wish to vote.

Section 1.2.2 -
Meaning of "Ordinarily Resident"

- The Act [s. 16] provides that a place where a person is "ordinarily resident" is:
    - for a **married person**, where the person's family lives and sleeps, and to which the person intends to return when away,
    - for a **married person separated** from his or her family or an **unmarried person**, where the person usually lives and sleeps, and to which, when away the person intends to return, regardless of where he or she takes meals or is employed,
    - for an **unmarried student** with a family home in the province, where that home is located, and
    - not in a **seasonal dwelling** generally only occupied between May and October, unless the person has no other dwelling place.

Section 1.2.3 -
Qualifications to Vote in School Board Elections

- All electors who are qualified to vote in a municipal election are also qualified to vote in the election for the member of their district of the regional/district school board.

- There are additional qualifications that electors who are voting for either the African Nova Scotian member of the regional/district school board or the member of the *Conseil scolaire acaiden provincial* (CSAP) must meet, discussed in sections 1.2.3.1 and 1.2.3.2, respectively.

- School board elections are covered in Part 2 of this Handbook.

1.2.3.1 Qualifications to Vote for the African Nova Scotian Member of the Regional/District School Board

- Qualified electors who are African Nova Scotians or the parents or guardians of an African Nova Scotian child are entitled to vote for the African Nova Scotian member of the school board [*Education Act*, s. 42A].

- If there is an election in your municipality for the African Nova Scotian member of the school board, review Chapter 3 of Part 2 (Information for School Board Returning Officers) for a fuller discussion of these qualifications. Even if you are not the returning officer for this election, you will need to instruct your DROs and poll clerks about these qualifications.

1.2.3.2 Qualifications to Vote for the *Conseil scolaire acadien provincial* (CSAP)

- Qualified electors who are "entitled persons" within the meaning of s. 3 (h),(i) of the *Education Act* are entitled to vote for the member of CSAP in their polling district. An "entitled person" is a person:
  - who is a Canadian citizen, and
  - whose first language learned and still understood is French, or
  - who received his/her primary school instruction in Canada in a French-first-language program, or
  - of whom any child has received or is receiving primary or secondary school instruction in Canada in a French-first-language program.
- If there is a CSAP election in your municipality, review Chapter 3 of Part 2 (Information for School Board Returning Officers), for a fuller discussion of these qualifications. Even if you are not the returning officer for this election, you will need to instruct your DROs and poll clerks about these qualifications.

Section 1.2.4 -

Qualifications to Vote in the Provincial Sunday Shopping Plebiscite (2004)

- A qualified elector who has resided anywhere in the province for 3 months can vote in the provincial Sunday shopping plebiscite in 2004.

Section 1.2.5 -
Effect of an Elector Moving in the 3 Months Before the Election

- The legislation [s. 14(c)] limits voting to electors who have lived in the municipality for 3 months preceding election day, and who continue to live there on election day.

- The Act also requires an elector to vote at the polling station for the polling division where the elector is residing on election day [s. 82(2)].

- The time period between the preparation of the list of electors and election day can be long. You should note that some electors whose names are on the final list of electors for a particular polling division may no longer be residing there by election day.

- An elector who moves outside the municipality in the 3 months preceding election day is not qualified to vote anywhere for council elections. The elector loses the qualification to vote in the former municipality because he/she is no longer residing there on election day, and is also not qualified to vote in the new municipality because he/she has not lived there for 3 months before election day.

- However, if an elector meets the 3-month residence requirement and moves within the municipality, the elector can vote in the polling division where he/she is residing on election day.

- An elector who meets the 3-month residence requirement anywhere in the "school region" can vote for the school board election at the polling station where he/she resides on ordinary polling day, even if the elector is not qualified to vote in a municipal election. The "school region" is the area under the jurisdiction of a school board. For CSAP, the "school region" is the entire province.

- An elector who meets the 3-month residence requirement anywhere in the province can vote in the provincial Sunday shopping plebiscite at the polling station where he/she resides on ordinary polling day, even if the elector is not qualified to vote in either a municipal or a school board election.

CHAPTER 3

PREPARING POLLING DIVISIONS AND POLLING STATIONS

Section 1.3.1 -
Polling Divisions

- For the convenience of taking the vote, polling districts may be divided into smaller parts known as polling divisions [s. 9]. The list of electors used at a polling station is made up from qualified electors in the polling division.

- By March 31st in an election year, the returning officer must divide each polling district in the municipality into polling divisions [s. 9]. The recommended polling divisions must be reported to council.

1.3.1.1 Establishment of Polling Divisions

- The Act [s. 9] outlines the main factors the returning officer must take into account when establishing polling divisions, namely:
  - geography and related factors that may affect convenience in conducting the election
  - the need to have polling divisions that are as close as possible to those established for the last federal, provincial or municipal election
  - incorporation, where practical, of approximately 700 electors in a division
  - desirability of incorporating a hospital, a sanatorium, a home for the aged, a licensed nursing home or an institution for the care and treatment of chronic diseases into a division (particularly if mobile polls are being considered for these facilities)

- In addition to these factors, the Act [s. 9] provides that the returning officer:
  - may designate a multiple-unit residential building of any size as a separate polling division.
  - must establish a separate polling division for each home for the aged approved and each nursing home licensed under the *Homes for Special Care Act* and in which ten or more electors reside. **A current**

list of these facilities is in Appendix "D".

  - may establish an oversized polling division with over 700 electors, if this option makes it more convenient. In that case, voting would take place at a central location with a number of polling stations, and the list of electors would have to be divided to allow for a maximum of 700 voters at each polling station.
  - does not have to divide a polling district into divisions if he/she thinks it is not necessary or desirable. In that case the polling district becomes one polling division.

- The Act [s. 9] also provides that:

  - the polling divisions for the last election be used for the current election, where the returning officer has not created new divisions or made changes in existing divisions.

- **Hints on Polling Divisions:**

  - Returning officers should be careful to avoid creating unnecessary polling divisions. More polling divisions translate into more polling stations with more complexity and additional expense.

  - **If the council opts to use federal or provincial lists**, the polling divisions used for these lists may affect the returning officer's decision on the definition of the municipal polling divisions.

1.3.1.2 Polling Division Descriptions

- A copy of the description of each polling district and polling division in the municipality must be kept in the municipal office for public inspection during regular office hours [s. 9(8)]. If available, maps of polling divisions should also be used.

- In required advertisements, polling division boundaries should be described in plain language, using references that people in the area are familiar with. The use of a metes and bounds description prepared by a lawyer or a surveyor is not necessary.

- If available, maps of polling divisions should be provided for enumeration, and for the assistance of candidates.

1.3.1.3 Consolidation of Polling Divisions in the Case of Council Acclamations

- **General**
  - If, after nominations close, the only election in the polling district is for school board members (either regional or district school board (including African Nova Scotian member) or CSAP), the legislation allows the returning officer to combine some or all of the polling divisions in a polling district into one polling division [s. 39(2)].
  - Note that this authority is to combine polling divisions in "polling districts", and not "electoral districts". The definition of an "electoral district" means an area which may contain more than one municipality. Therefore, the returning officer for a school board electoral district has no authority to combine the polls between municipalities in order to have electors from one municipality on the same list of electors as voters in another municipality.
- **Provincial Sunday Shopping Plebiscite Requirements**
  - For the 2004 provincial plebiscite, the polling divisions in the polling district may be consolidated if:
    - there is only a school board election in a polling district, or
    - all offices in the polling district are acclaimed.
  - The number of polling divisions necessary (and the number and location of polling stations established) must be decided by the returning officer according to his/her best judgment of what is necessary to conduct the plebiscite vote in the polling district, either alone or in conjunction with the school board election(s).

Section 1.3.2 -
Polling Stations

- The legislation [s. 60-63] provides that
  - A polling station must be in premises having level access and a well-lit voting compartment [s. 62(1)].
  - The returning officer must secure suitable premises for one or more polling stations for each polling division in the municipality [s. 60(1)].
- The location of a polling station must be:

  - in the polling division, or
  - if unable to find one in the polling division, then within an adjacent polling division, or
  - in a convenient central location where a number of polling stations can be combined.

- If there are practical reasons to change a polling place, a new one must be set up as close as possible to the originally intended place, and the returning officer must post notices on polling day at or near that place to let electors know the location of the new polling station [s. 60(2)].

- A polling station must be identified by the number of the polling division, and when there is more than one polling station for a polling division, the number must be followed by the initial letter of the surnames of the first and last electors on the list of electors for the polling station, such as Polling Station No. . . . . . . (A. to K.) [s. 61].

1.3.2.1 General Guidelines

- All necessary polling stations should be tentatively booked as soon as reasonably possible.

- Visit each polling place to check
  - the size and location of the room to be used, and
  - its level access.

- Confirm locations tentatively in writing, pending nominations.

- If there are districts where the council and school board members are acclaimed, then cancel the booking after the close of nominations.

- **Remember, however, that for the 2004 provincial plebiscite, polling stations will have to be provided for the plebiscite vote in the polling district, even if council and school board candidates in the polling district are acclaimed.**

- Where council is acclaimed and you have school board elections, you may wish to consult with school board officials for their input on the location and number of polling stations.

- If you are expecting a large number of electors at a polling station, particularly if the provincial plebiscite ballot is added to regular ballots for council and school board, you may wish to divide the list of electors and add an additional polling station(s) to prevent long line-ups and delays.

- Where a polling division has over 700 electors, it must have at least two polling stations, with the list of electors divided into as equal a number of electors as possible, up to a maximum of 700 electors for each divided list [s. 9(5)].
- If the polling place is in a school, be sure that the school principal is aware of the arrangements and understands that the location cannot be changed at the last minute.
- When selecting polling places, remember that:
    - they must have sufficient space to set up a table for the DRO and poll clerk and ballot box
    - there must be space for a table for the voting compartment
    - electors must be able to mark their ballots in privacy
    - there must be washroom facilities for poll staff. In some cases, portable toilets can be rented if you must use a facility without a washroom.
    - candidate's agents may be present to observe the election and must be accommodated. However, depending on the number of candidates involved, it may not be practical to seat agents at the table with the DRO and poll clerk and some other lay out of the polling station may be considered.
- Be sure that you have adequate furniture for each polling station, namely:
    - tables and chairs for the DRO and poll clerk
    - a table for a voting compartment
    - chairs for the agents
    - possibly a table and chair for an official who may be directing electors

1.3.2.2 Mobile Polling Stations

- The returning officer may establish mobile polling stations to serve polling divisions in hospitals, sanatoria, homes for the aged, licensed nursing homes and homes for the care and treatment of chronic diseases [s. 57A].
- A mobile polling station can be set up in a facility for as long as is necessary to take the votes of qualified residents.

- A mobile polling station can serve more than one facility. When voting is concluded at one facility, the poll can be moved to another.
- A mobile poll can serve polling divisions in more than one polling district.
- Mobile polls can only take the votes between 8:00 a.m. and 7:00 p.m.
- All voters eligible to vote at the mobile poll should be residents in the facility.
- Before setting up mobile polls, the returning officer should consult with administrators of the facilities to find out the best time to take the votes.
- The decision on how many facilities are to be served by each mobile poll should take into account:
    - the number of residents eligible to vote at each facility
    - the ease of having them vote, and the distances between the facilities to be served. For instance, it could take a long time to complete voting at a facility, depending on the number of residents who need poll officials to go from room to room to get their votes.
- Consider providing a poster or notice that the administrator can post in the facility to advise the residents of the voting times.
- The returning officer must provide the mobile poll schedule to the candidates.
- A candidate can appoint an agent to the mobile polls. Agents are responsible for their own transportation if the mobile poll is moving between facilities.

CHAPTER 4

PREPARING THE LIST OF ELECTORS

Section 1.4.1 - Preparation of the Preliminary List of Electors

1.4.1.1 Deadline to Prepare the Preliminary List

- By April 15th in a regular election year, council may by resolution authorize the returning officer to choose one of the options in the *Municipal Elections Act* to produce the preliminary list of electors [s. 30]. These options are outlined in Section 1.4.1.4 of this Chapter.
- If a registrar of voters is to be appointed, council must make the appointment by May 1st.
- If council authorizes an enumeration, it must be complete by June 10th [s. 27].
- The returning officer must prepare a preliminary list of electors for each polling division before July 31st in a regular election year [s. 21].

1.4.1.2 Appointment of a Registrar of Voters

- Council has the option to appoint a registrar of voters to prepare the preliminary list of electors, on the recommendation of the returning officer [s. 22].
- The registrar of voters
  - oversees the enumeration (if one is being conducted)
  - otherwise assists the returning officer in the preparation of the preliminary list of electors
  - may act as revising officer [s. 33(2)]
  - may prepare and certify the final list of electors [s. 40(3)]
- A returning officer might recommend the appointment of a registrar of voters if other duties precluded the returning officer's ability to devote the time necessary to prepare the list of electors.

1.4.1.3 Content of the Preliminary List of Electors

- Preparation of the preliminary list of electors is one of the first major tasks that the returning officer must undertake to get ready for the election.
- A list of electors is prepared for each polling division [s. 25(2)].
- The following information is included in the preliminary list of electors [s. 25(1)]:
    - given names and surname of the elector
    - address of the elector
    - the date of birth of the elector
- Unless the municipality wishes to mail elector information, only the civic address of the elector needs be included on the list. However, if the municipality is sharing the list of electors with Elections Nova Scotia or Elections Canada, both the civic and mailing address information of the electors should be obtained.
- The list of electors for a polling division can be arranged alphabetically (by surname) or geographically (by civic address).
- At the returning officer's option, each elector on the preliminary list is assigned a consecutive number.
- **Since the birth date of the elector cannot appear on the final list of electors [s. 38(2)(a)], be sure to prepare the list so that this information can be removed prior to production of the final list of electors that is given to candidates or used at the polling stations.**

1.4.1.4 Options for Preparation of the Preliminary List of Electors

- The returning officer must make a recommendation to council about the method best suited to the municipality to produce a preliminary list of electors. The recommendation must be approved by council, and must be one of the options listed below:

    - enumeration of the electors, to be completed by June 10th
    - list of electors from a recent municipal election
    - provincial or federal list of electors, from a recent election or from a register of electors maintained by the Province or by Elections Canada

Section 1.4.2 -
Use of a List of Electors From Elections Nova Scotia or Elections Canada

- In evaluating whether to use either the federal or provincial lists of electors, the returning officer should consider the following:

    - Confirm with the Chief Electoral Officer of Nova Scotia that there is an existing list of electors that is appropriate to use in your municipality.
    - Ask to review the list of electors. Check that there is a high percentage of voter names and civic addresses.
    - Confirm that your municipality has staff expertise and time to do the necessary conversion to municipal polling divisions for the preparation of a list of electors for each polling division in your municipality. Staff who could do this work would include planning technicians, technical students, or contractors. The municipality could also contract with an outside source for this work.
    - Confirm that the provincial or federal list is in an electronic format that is compatible with the municipality's internal software systems for mail merging, if your municipality is mailing voter notifications.

- Use of a federal or provincial list of electors is subject to an agreement with the Chief Electoral Officer of Nova Scotia with the following conditions:

    - The security of the information on the lists must be protected.
    - The agreement may include a municipal commitment to return the revised lists to the Chief Electoral Officer.
    - The Chief Electoral Officer may in turn forward the revised lists to the Chief Electoral Officer for Canada.
    - The list can only be used for electoral purposes.

- **Contact information for Elections Nova Scotia is in Appendix "A".**

Section 1.4.3 -
Enumeration Guidelines

- These guidelines are intended for returning officers who will be conducting an enumeration in their municipalities.

- Detailed information about the enumeration itself is found in the **Guide for Enumerators**, which is found in Part 3 of this Handbook.

1.4.3.1 General

- Enumeration must be commenced by May 31st and completed by June 10th, 2004 [s. 23].

- The responsibility of the returning officer is to appoint and train the enumerators, and to ensure that they have adequate supplies to do their work. He/she must supervise their work, and make sure that they are covering their respective polling divisions. If the municipality has civic address information for the polling divisions, reference to this information will assist the returning officer in judging the adequacy of the work of the enumerators.

- The returning officer also has to arrange for the transcription of the information from the enumerators' index sheets to the production of a preliminary list of electors. This task could be handled by staff of the municipality, or by casual staff hired by the municipality or returning officer for that purpose. A private firm could also be contracted to transcribe the information.

1.4.3.2 Appointment of Enumerators

- Either one or two enumerators must be appointed for each polling division.

- All enumerators must take an oath or affirmation in Form 5 prior to beginning their work. Include a copy of the oath or affirmation in their supplies, and have them take it when you instruct them [s. 23(3)].

- Enumerators can be dismissed and replaced for cause, including a resignation, death or incapacity of the enumerator who was first appointed. [s. 23(4)].

1.4.3.3 Enumeration Supplies

1. **Index Sheets**

   - The "index sheet" is the name given to the forms that the enumerators will return when they are finished their work. The information about each elector is entered into the index sheet.

   - Forms 6 and 6A are prescribed as examples of index sheets. The returning officer will have to decide on the forms to be completed by the enumerators, and the format of the list of electors itself [s. 25(1)].

- Each form will have to be arranged and printed so that the enumerators can collect the following information about each qualified elector:
    - given names(s), surname
    - date of birth
    - civic address
    - mailing address, if used
- Some municipalities ask for the gender of the elector.
- It is important that you give your enumerators forms that are designed with the computer system that you use to actually produce the list of electors in mind. Remember that the electors' birth dates cannot appear on the final lists of electors, so the voter data is going to have to be entered into a computer program that is designed to allow only certain data entries to be printed.
- Enough forms will need to be printed to allow for the enumeration of the estimated number of electors in the municipality, along with enough to provide extra forms for each polling division.
- You will need to decide if you want the enumerators to actually produce an index sheet with the names sorted alphabetically or geographically. Many computer programs will sort data into various formats, so it may not be necessary for the enumerators to do this.
- If your enumerators are preparing index sheets, instruct them as to whether the electors are to be consecutively numbered. If they are not numbered, be sure that they inform you of the total number of electors that were enumerated in that polling division.
- Tell the enumerators how you want the poll to be identified on the index sheet - they can be identified by number, by name or by another method suitable to the municipality.

2. Call-back Cards

- Call-back cards are notices that can be left by enumerators in cases where there is no one at home at the dwelling when they visit. The cards provide contact information for the elector to call.
- A suggested version of a call back card:

"Notice of Enumeration"

Enumerators for your polling division
received no answer when they visited
to obtain the particulars of qualified
electors in your household for the list
of electors for the upcoming elections
for Municipal Council and School Board,
to be held on ___(date)_______. They will
return on __(date)_________, between the
hours of ____ and ____. For further
information , contact the returning officer
(or registrar of voters):
John Doe, 266 Water Street, Any town 247-4444

3. Other Supplies

- Consider providing a **map of the polling division**, to assist the enumerator(s) in covering the whole polling division. A written description could also be provided, or both can be used.
- **Printed instructions** for each enumerator(s). The Guide in Part 3 of this Handbook can be adapted for this use.
- **Identification badges** should be provided to all enumerators. Sometimes people are reluctant to open their doors to strangers, and the identification badge will show that the enumerators are there in an official capacity.
- Sufficient **stationery and pens** to complete the enumeration.
- A copy of **Form 7**, which is the enumerator's certificate that they have adequately completed their work.

1.4.3.4 Refusal to Be Enumerated

- An elector can refuse to be enumerated [s. 29A].
- Be sure that information about such elector is not included in the preliminary list of electors, is not made public, and is not included in the final list of electors.

- The information must be provided to the revising officer so that the elector's name is not included on the final list of electors as a result of revision.

- If an elector refuses to give his/her date of birth, the elector can still be registered on the list of electors. See the Guide for Enumerators for hints on encouraging electors to provide date of birth information.

1.4.3.5 Review of Enumerators' Index Sheets

- When the enumerators return their forms to you, be sure to review them for completeness.

- If the enumerators have left off a substantial number of persons from the preliminary list of electors, additional enumerators may be appointed to register the names omitted, and the cost of the additional enumerators may be deducted from the fees to be paid to the enumerators who omitted the names [s. 29].

CHAPTER 5

REVISION OF THE PRELIMINARY LIST OF ELECTORS AND PREPARATION OF THE FINAL LIST OF ELECTORS

Section 1.5.1 -

Revision of the Preliminary List of Electors

- Revision involves additions, deletions, and corrections to the preliminary list of electors.

- Following revision, the final list of electors that is used at the polling stations on the voting days is produced.

Section 1.5.2 -

Appointment of Revising Officer

- The returning officer has to appoint a revising officer for each polling district in the municipality [s. 33]. If a registrar of voters has been appointed, that person can be the revising officer.

- If the returning officer does not make any appointment(s) of a revising officer, then the returning officer acts as revising officer.

1.5.2.1 Duties of Revising Officer

- The duties of the revising officer are to:
  - add names of qualified electors to the list of electors
  - remove names of unqualified persons from the list of electors
  - remove names of electors who request to have their names removed from the list of electors
  - correct errors in names and/or addresses on the list
  - transfer names from the wrong polling division to the right one, and notify electors affected [s. 37(3),(4)]

- Revising officers must follow required procedure when conducting revisions, and must be fair and reasonable in handling applications [s. 35(3)].

Section 1.5.3 -
Revision Period

- There is no specific time fixed by legislation to do revisions. The following dates will be helpful to the returning officer in setting the necessary dates:
    - After the completion of the preliminary list by July 31st, the returning officer must advertise when and where the revising officer will receive applications to amend the list [s. 32].
    - The revising officer must deliver the amended list to the returning officer or registrar of voters on or before a date set by council, on the advice of the returning officer [s. 38].
    - The final list of electors must be available to provide to candidates, who can start filing nomination papers on the 5 business days before nomination day [s. 44(2)].
- In setting the time and resources to be applied to revision, the returning officer should consider the source of the preliminary list.
- The older the data, the more publicity and effort should be applied to revision, so that as many voters as possible appear on the list to be used at the polling stations on election day.
- The cut-off day for receiving applications for amendments should be no later than 3 working days before the revised list is to delivered to the returning officer, to allow the revising officer enough time to finalize revisions.

Section 1.5.4 -
Advertising the Revision Process

- The preliminary list **shall not be posted** for revision purposes.
- After preparing the preliminary list, at least two advertisements are placed in a newspaper circulating in the municipality [s. 34] stating:
    - how a person can check if their name is on the preliminary list
    - when and where the revising officer will receive applications to revise the list
- In addition, at the direction of council, the returning officer or the registrar of voters must give additional notification that the preliminary list of electors has been prepared by
    - distributing flyers to households;

  - mailing cards to voters; or
  - providing for additional advertisements.

- **Sample advertisements are in Appendix "C".**

Section 1.5.5 - Amendment of the List of Electors

- Applications to amend the list of electors may be received by telephone, in writing or in person [s. 36(1)].

- The revising officer should be satisfied that the information received is correct by verifying it against sources available. For example, the information could be confirmed from tax records, telephone books, or previous lists of electors.

- If the revising officer cannot verify the information, he/she must require that the applicant appear in person and take the oath or affirmation in Form 8 [s. 36(2)].

- Remember, an elector can only check that his/her own information is correct on the list of electors. Asking the elector for his/her date of birth is a good way to verify that the person is checking on his/her own information.

- The revising officer should keep a record of revisions detailing changes that have been made to the preliminary list of electors.

1.5.5.1 Additions to the List of Electors

- Addition of names will probably be the most common request for amendment to the list.

- The revising officer must add the name of every person entitled to be registered to the list [s. 35].

- Although an applicant requesting an addition is not required to appear in person, the Act [s. 36 (2)] states that the revising officer must be satisfied that the information given can be verified from other sources.

- Some electors may have told enumerators that they do not wish to be on the voter's list. This information will have been transmitted by the enumerators to the returning officer, who must inform the revising officer not to add these electors to the list [s. 29A].

1.5.5.2 Striking Off Names of Electors From the List [s. 35]

- The revising officer must strike off names from the list of electors, if
    - the revising officer knows that a person shown on the list is not qualified to be registered on the list
    - the revising officer is satisfied that a person shown on the list is deceased
    - a person requests to have his/her name removed from the list
    - a person provides sufficient evidence and follows required procedure to have someone else's name removed
- Where a person applies to have a name removed, the required procedure is [s. 35(2)]:
    - **Application to Have Own Name Removed**
        - No form is required to be completed; the revising officer need only be satisfied as to the identity of the person making the request. The applicant must appear in person [s. 37(5)].
    - **Application to Have Another Person's Name Removed**
        - The applicant must give the person notice of the application to strike off his/her name (except in the case of a death [s. 35(2)].
        - The notice must be by personal service or by registered mail addressed to the person's last known mailing address.
        - Either the proof of service or proof of mailing must be given to the revising officer, unless the person is present at the revision.
        - The applicant must take the oath or affirmation in Form 9.
- Where a person applies to have the name of a deceased person removed from the list, the applicant must take the oath or affirmation in Form 9.

1.5.5.3 Correction of Errors [s. 37(2)]

- An error in the name and address of an elector appearing on the list of electors may simply be corrected by a revising officer
    - on the initiative of the revising officer, if satisfied with the information received, or
    - at the request of the elector or the elector's agent.

- *If the revising officer* has doubts concerning the validity of the information received, he/she should require the elector or the elector's agent to take the oath or affirmation in Form 10.

- The revising officer must enter particulars of the correction in the record of revisions.

1.5.5.4 Transfer of Names From One Polling Division to Another [s. 37(3)]

- Transfers are made where the revising officer is satisfied that there are electors on the preliminary list who should be on the list for another polling division.

- This error can occur
    - if enumerators inadvertently cross into another polling division, or
    - if there are data-entry errors or computer program errors which place voters in the wrong poll, or
    - if there is difficulty in moving data from a federal or provincial polling division to the municipal polling division.

- Section 37(4) requires that the voters affected be notified of the transfer.

Section 1.5.6 - Final List of Electors

1.5.6.1 Completion of the Final List of Electors

- The final list of electors must be completed on the date set by council on the advice of the returning officer, which must be no later than the day before candidates can start filing nomination papers (5 business days before the second Tuesday of September) [s. 40(1)].

- The preliminary list, along with the revisions made during the revision period, constitute the final list of electors.

- For 2004, the number of electors on your final list of electors is to be provided to the Municipal Elections Officer for the purposes of providing sufficient ballots to the municipality for the provincial Sunday shopping plebiscite.

1.5.6.2 Form of the Final List of Electors

- Remember that the birth dates of electors must not appear on the final list [s. 38].
- The facing sheet of each final list of electors should contain a certificate completed and signed by the returning officer or registrar of voters, which states:

> The list of electors contained on the following
> _____ sheets of paper is correct and final.
>
> ______________________
>
> Returning Officer (or Registrar of Voters)

- The certificate may be typed, printed or stamped by rubber stamp.
- The final list of electors for each polling division shall include a description of the polling division [s. 40(2)].

1.5.6.3 Dividing an "Oversize" Polling Division List [s. 39]

- If there is an "oversize" polling division, with more than the maximum of 700 electors, the returning officer must divide the final list of electors into as equal a number of electors as possible, up to a maximum of 700 electors for each divided list.
- The division must be done alphabetically, between the first letters of the surname of the electors.
    - For example, if Polling Division No. 1 has 1000 electors on the final list, it must be divided in two lists with about 500 electors per list. The two lists would now be known, for instance, as "Polling Division No. 1 (A-K)" and "Polling Division No. 1 (L-Z)".
- Names which do not form part of the divided polling division list must be crossed out in red ink.
- Each part of the divided list must contain the following certificate signed by the returning officer:

> I certify that the names of the electors appearing
> on the attached list of electors as consecutive
> numbers ____to____ and which are not crossed out

in red ink or red pencil and initialled by me,
constitute the final list of electors for Polling Division
No.___(___to___).

____
Returning Officer

Section 1.5.7 -
Confidentiality of the Lists of Electors

- **Printed copies of the preliminary lists of electors shall not be posted, and are not available for inspection.**

- **The final lists of electors are not open for inspection, and cannot be disposed of or sold.** They are to be used for electoral purposes only [s. 40(6)]. Examples of "electoral purposes" are provided in s. 40(7) and 40(8):

    - providing the lists of electors to Elections Nova Scotia or Elections Canada to update registers of electors, or
    - providing a list(s) of electors to a village for use in the village election.

- Depending on the circumstances, there may be other uses for a list of electors. Consult the solicitor before the list is released for any other purpose.

- When the lists are given to the candidates, the restrictions under [s. 40(6)] must be made clear. Agreements signed for use of the federal or provincial lists of electors will also contain these restrictions. **A sample Confidentiality Notice is found in Appendix "F".**

- All copies of the list of electors, whether in hard copy or electronic format, which are provided to candidates or for some other purpose, must have a confidentiality notice included.

Section 1.5.8 -
Certificates of Eligibility to Vote [s. 41A]

- A certificate of eligibility allows an elector whose name is not on the final list of electors to apply to the returning officer to be added to the list.

- Once a certificate of eligibility has been issued for an elector, the elector is deemed to be on the final list of electors.

- An elector who has a certificate of eligibility may:
    - vote by proxy,
    - be a proxy voter (if qualified),
    - be issued a transfer certificate (if qualified), and
    - vote at the advance or ordinary poll without having to take an oath or affirmation.

1.5.8.1 Application and Issuance

- Electors may apply to the returning officer for a certificate of eligibility to vote from the time the final list is completed up to 5:00 p.m. on the Wednesday before ordinary polling day.

- The application is made in Form 10A, which includes an oath or affirmation.

- A returning officer or assistant returning officer who issues a certificate of eligibility in Form 10B must:
    - complete the certificate in triplicate;
    - consecutively number each certificate in the order of its issue;
    - deliver the original certificate to the elector;
    - transmit a copy of the certificate to the deputy returning officer of the polling station where the name of the person to whom the certificate has been issued should appear on the list of electors; and
    - transmit a copy of the certificate to each candidate.

- Once a certificate of eligibility is issued, a person's name is deemed to appear on the final list of electors.

- Notwithstanding the provisions of Section 40 concerning the date and certification of the final list, the information from a certificate of eligibility may be incorporated into the final list of electors.

1.5.8.2 Offences

- Any person making a false statement in a declaration is guilty of an offence.

- Any person inducing or coercing a person to make a false statement in any declaration is guilty of a corrupt practice and is liable to a fine of between

$1,000 and $10,000, or to imprisonment for a term of between 90 days and twelve months, or to both.

CHAPTER 6

CANDIDATES FOR COUNCIL ELECTIONS

Section 1.6.1 - Qualifications of Candidates

- The *Municipal Elections Act* [s. 17] sets out the qualifications for a candidate for municipal council office. To be eligible, a candidate for council must
  - be a Canadian citizen of the full age of 18 years at the time of nomination
  - be ordinarily resident in the municipality or in an area annexed to the municipality for a period of 6 months preceding nomination day, and continue to so reside
  - obtain a certificate respecting taxes in prescribed form from the clerk, treasurer, collector or other official with the information showing that, as of nomination day, the candidate has paid in full all charges that are liens on the candidate's property and the taxes due to the municipality
  - not be disqualified under the *Municipal Elections Act*

1.6.1.1 Meaning of "Ordinarily Resident"

- The meaning of the term "ordinarily resident" as defined under Section 16 of the Act for electors also applies to the "ordinary residence" of candidates. **See Appendix "B".**

1.6.1.2 Municipal Employee on a Leave of Absence Qualified [s. 17A-17C]

- Those disqualified from being nominated or serving as councillors include anyone who "holds office or employment in the service of the municipality" [s. 18(1)(d)]. This means that a person cannot be a municipal candidate for the municipality that employs him/her, unless the person is on a leave of absence.

- A municipal employee may apply to the Chief Administrative Officer to take a leave of absence from employment in order to be a candidate for council. The leave of absence comes with certain conditions.

- As returning officer, if you know that a person filing nomination papers is a municipal employee, it is appropriate to ask if the person has obtained the leave of absence and is aware of the conditions.

- However, the section does not disqualify the municipal employee from seeking election to the council of another municipality. Of course, the employee's contract or terms and conditions of employment may prohibit this.

1.6.1.3 Persons Disqualified to Be Councillors [s. 18]

- Certain persons are ineligible to be nominated or to serve as councillors because of incompatible offices or employment with the municipality, conviction record, and other matters.
- **A list of those barred from elected office by the legislation is included in Appendix "B".**

Section 1.6.2 - Nomination Procedures

- No one can be nominated for more than one office of council or school board [s. 47].

1.6.2.1 Time of Nominations

- Nomination day in a regular election year is the second Tuesday in September, and papers are filed at the returning office between 9:00 a.m. and 5:00 p.m. [s. 44(2)].
- Alternatively, candidates can file their nomination papers by appointment with the returning officer during office hours in the 5 business days preceding nomination day [s. 44(9)].
- To avoid congestion on nomination day, the returning officer may want to encourage candidates to file their nominations early.

1.6.2.2 Nomination Notice

- The first step in the nomination process is to advertise for nominations for all offices that are to be voted for in the municipality [s. 42].

- **A sample notice is in Appendix "C".**

- The notice is inserted twice in a newspaper circulating in the municipality, not less than seven nor more than fourteen days apart, with the second notice preceding nomination day by at least seven days.

- Note that if you are not the returning officer for the election of any of the three school board offices that can be voted in on your municipality (regional/district school board; African Nova Scotian member of the regional/district school board, or for CSAP), then the advertisement must indicate the name and contact information of the appropriate returning officer.

1.6.2.3 Nomination Information

- Many municipalities have **information kits** which they give to prospective candidates requesting nomination forms. The kits detail requirements for nomination, obligations of candidates, and information about campaigning. **See Appendix "F" for a sample list of items that could be included in a kit.**

- To be nominated, a candidate must complete and file a **nomination form** with the returning officer. There is a separate nomination form for mayor and council (Form 11), school board (Form 11A), CSAP (Form 11B), and African Nova Scotian member of the school board (Form 11C). To make this easier, some municipalities print the nomination forms on different colours of paper.

- The nomination form must be signed by at least 5 **nominators**, whose names appear on the final list of electors and who are eligible to vote for the candidate. It is a good idea to caution candidates to get more than the minimum of 5 nominators required, in case some of the nominators are not eligible to be on the final list of electors (See Section 1.6.2.6 of this Chapter). Encourage candidates to check with the returning officer to determine if potential nominators are in fact on the list of electors.

- The nomination form must be accompanied by a **certificate**, which indicates that the candidate has paid taxes and other charges that are liens on the candidate's property (See Section 1.6.2.4 of this Chapter).

- If the municipality has set a **deposit** to run for council, then the deposit must accompany the nomination paper (See Section 1.6.2.5 of this Chapter. When candidates are picking up nomination papers, be sure to include information on how the deposit is to be paid.

- All candidates for council must file **Campaign Contribution Disclosure Statements** in Forms 40 and 41, with the municipal clerk. Although there is disclosure information in the Candidate's Guide, returning officers may wish to provide candidates with Campaign Contribution Disclosure information from **Appendix "F"** in this Handbook. See Chapter 13 of this Part for more information about disclosure.

1.6.2.4 Certificates Respecting Taxes, Charges

- To be nominated, a candidate must obtain a certificate in prescribed form from the clerk, treasurer, collector or other official with the information showing that, as of nomination day, the candidate has paid in full all charges that are liens on the candidate's property and the taxes due to the municipality [s. 44(4)].

- The certificate relates only to the candidate's personal obligations and not the obligations of a company of which he or she may be a shareholder.

- The certificate is signed by the clerk, treasurer, collector, or other responsible official.

- The *Municipal Government Act* (MGA) has two provisions that can affect these certificates:

    - Under s. 111(1)(b) of the MGA, council may adopt a policy to provide for the payment of taxes by installment.
    - S. 111(1)(b) is enabling, and not all councils will have policies that are exactly the same. Some policies may provide that if an instalment is late, all the taxes owing become due; others may not.
    - Under s. 112(1) of the MGA, council may adopt a policy to provide for interim payment of partial taxes by installments, with the balance payable after the tax rate is set.
    - Generally, where instalments have been authorized, a candidate's nomination paper may be accepted if all instalments due as of nomination day have been paid.
    - Before issuing the certificate, if council has adopted one or both of these policies, it is important to read them carefully to determine when the taxes are due and whether all taxes due have been paid.
    - If there is any uncertainty from the wording, the municipal solicitor should be consulted concerning interpretation of the policy.

1.6.2.5 Nomination Deposit

- Municipal council must by by-law set the amount of the deposit to be filed by candidates. The deposit can be $200 or a lesser amount, or there may be no deposit required [s. 51].

- The deposit can be paid
    - in cash, or
    - by certified cheque or bank draft payable to the municipality, or
    - by postal money order payable to the municipality [s. 44(7)].

- **A model by-law is in Appendix "H".**

1.6.2.6 Nominators

- The nominators must appear on the final list of electors, and must be eligible to vote for the candidate.

- For mayor, the nominators can be on the list anywhere in the town, regional municipality, or municipality of a county or district that opts for a mayor elected at large [s. 43(2)].

- For councillor, the nominators must be on the list in the polling district in which the candidate is running [s. 43(1)].

- Remember, if a nominator has a certificate of eligibility to vote, that is equivalent to appearing on the final list of electors.

- A nomination paper is not invalid because:

    - a person who signed it also signed another candidate's nomination paper
    - a person who is not qualified signed it, provided at least five qualified persons signed it
    - the name and address of the person differs from the information on the list of electors, as long as the returning officer is satisfied with the person's identity [s. 46]

1.6.2.7 Candidate's Official Agent

- All candidates must appoint an official agent, or file a declaration (as part of the nomination paper) that the candidate intends to act as his/her own official agent [s. 70(1)].

- Form 17 can be used for the appointment, and it can be filed prior to nomination day.

- All official agents should be appointed by Form 17, so that they have identification to enter the polling stations.

- If a candidate fails to file a notice of official agent, the candidate is deemed to be acting as his/her own official agent [s. 70(3)].

- A candidate who indicates that he/she will be acting as their own official agent can subsequently appoint an official agent, as long as the appointment is made before the close of nominations on nomination day [s. 70(2)].

- The candidate's official agent has the responsibility of taking the candidate's campaign contributions, and filing the Disclosure Statement after the election [s. 49A].

- The candidate's official agent can be present in the polling station [s. 69(1)(e)].

- The candidate's official agent can file nomination papers on the candidate's behalf [s. 45], and can authorize a candidate's withdrawal as a candidate [s. 53].

- The candidate's official agent can appoint poll agents on the candidate's behalf [s. 71(1)].

1.6.2.8 Nomination Checklist

- Nomination papers must be carefully checked when they are filed, and the following must be completed:
    - The office that the candidate is seeking must be clearly identified. A candidate can be nominated for only one office [s. 47].
    - The consent and oath or affirmation of the candidate must be completed and signed by the candidate [s. 44(6)].
    - A candidate's official agent can complete the consent and oath or affirmation, if the candidate is absent and the appropriate written authorization has been filed prior to nomination [s. 45].

  - The candidate must name his/her official agent, or indicate that the candidate is acting as his/her own official agent [s. 70].
  - The appropriate deposit and certificate respecting taxes/charges have been filed [s. 44(4)].

- The returning officer signifies his or her acceptance of the nomination paper by signing the "receipt" portion of the paper. A copy of this receipt should be given to the candidate. It is evidence that the candidate has been officially nominated [s. 48(2)]. Once the nomination paper is accepted, the returning officer cannot subsequently reject it [s. 48(3)].

- Each candidate whose nomination is accepted is to be provided with a copy of the lists of electors who are entitled to vote for the office for which the candidate has been nominated [s. 48(1)].

- Each candidate must be provided with Forms 40 and 41 (Campaign Contribution Disclosure) on accepting their nomination papers.

- Also, be sure to provide copies of the accepted nomination forms to the municipal clerk so that the clerk will know which candidates will be filing disclosure forms.

1.6.2.9 Rejection of a Nomination Paper

- The legislation directs the returning officer to reject the nomination paper of someone that he/she "knows" is not qualified [s. 44(5)].

- The returning officer should consult the municipal solicitor for advice before rejecting the nomination paper.

1.6.2.10 Release of Information About Candidates [s. 48(4)]

- Returning officers may receive enquiries concerning who is running or interested in running for a particular office. At times, potential candidates may not want to file a nomination paper unless they are sure that they will not be challenged for the position, or will not be running against a particular person.

- The general practice is information about potential candidates is not public including who may or may not have taken out nomination papers.

- Once the returning officer has signed the receipt on a candidate's nomination paper, then the candidate is officially nominated and the public is entitled to inspect the nomination paper, but the paper cannot be photocopied or otherwise reproduced [s. 48(4)].

1.6.2.11 Changes in Particulars on Nomination Paper

- A candidate or a candidate's official agent can request in writing that particulars of his/her name and address on the nomination paper be changed, before 4:00 p.m., the day after nomination day [s. 49].
- If the returning officer is satisfied that the requested changes correspond to how the candidate is known in the community, the returning officer attaches the written direction from the candidate to the nomination paper, and amends it accordingly [s. 49].

1.6.2.12 Withdrawing as a Candidate

- A candidate or a candidate's official agent may withdraw his or her name as a candidate, before 4:00 p.m., the day after nomination day [s. 53].
- The request to withdraw must be made by the candidate or a candidate's official agent in person, and must be accompanied by a written declaration to withdraw, signed by either one of them. Form 12A can be used for this purpose.
- A candidate who withdraws is deemed not to have been nominated, but the candidate must forfeit any deposit filed with the nomination paper [s. 53].

Section 1.6.3 - Death of a Candidate

1.6.3.1 Before the Close of Nominations

- If a candidate dies before the close of nominations on nomination day, the candidate is deemed never to have been nominated [s. 54(1)].

1.6.3.2 After the Close of Nominations and Before Polling Day

- If a candidate dies between the close of nominations and polling day, the returning officer must revoke the grant of poll and fix the date for a new nomination day and ordinary polling day.

- The revocation of the grant of poll applies if a candidate dies on election day before polls close [s. 54(2)].

- The returning officer must call for new nominations, for the fourth Tuesday preceding ordinary polling day [s. 54(4)].

- The date for the new polling day must be on a Saturday between 36 and 45 days from the date of the death of the candidate [s. 54(2)].

- Candidates who were previously nominated are deemed to be nominated for the new election, without having to be re-nominated.

- The same list of electors can be used, and the election is conducted as if it were a special election [s. 54(3)].

Section 1.6.4 -
Elections and Acclamations

- Once nominations close on nomination day, the returning officer will know:
    - which offices will have sufficient candidates for an election
    - which offices will be acclaimed
    - which offices do not have sufficient candidates or any candidates for an election

1.6.4.1 Acclamations

- If only one candidate, or only the number of candidates required to be elected for a particular polling district, have been officially nominated, the returning officer must inform the clerk of the municipality that the candidate concerned has won by acclamation.

- The acclaimed candidate is then declared elected at the first meeting of council following ordinary polling day, or, in the case of a special election where holding a poll is no longer necessary, at the first meeting of council after being informed [s. 55].

1.6.4.2 Insufficient Number of Candidates Nominated or No Candidates Nominated

- In this circumstance, there is a vacancy and a special election is required [s. 13(1)].
- Since the incumbent council remains in office until after the election, its members can set the special election date at the earliest opportunity. Refer to Chapter 14 of this Part for information about special elections.

1.6.4.3 Grant of Poll

- The returning officer grants a poll for an election or a plebiscite as follows:
  - **For an election**, if there are enough candidates officially nominated to contest representation of an office, then the returning officer must grant a poll to take the votes [s. 56(1)].
  - **For a plebiscite**, the returning officer must grant a poll for any question that council has directed be put before the electors [s. 56(2)].
- It is not necessary for the 2004 provincial plebiscite to grant a poll.

1.6.4.4 Notice of Poll [s. 50]

- Soon after nomination day, the returning officer must place a Notice of Poll in newspapers circulating in the municipality. The advertisement must be run at least twice (not less than 7 days apart), and must state:
  - the purpose of the election
  - the names of the candidates (including school board candidates) and the offices they seek
  - the names of the candidates acclaimed (including school board candidates) and the offices to which they have been acclaimed
  - for 2004, the provincial plebiscite question is to be included
  - the dates of election day and the 2 advance polling days, and the hours of voting at each
  - the location of the voting places, including the advance poll
  - a statement that the polling division descriptions can be inspected at the municipal office during regular office hours

- If the only election is for the CSAP or African Nova Scotian member, this should be stated in the advertisements for the poll. Stating the qualifications to vote in the advertisements will assist electors to know whether or not they should go to the poll to vote.

- If the only election is the 2004 provincial plebiscite, this should also be stated in the advertisement.

- **A sample notice is found in Appendix "C".**

1.6.4.5 Notice of Advance Poll

- Even though the advance poll days must be stated in the Notice of Poll, the legislation [s. 114(6)] requires the returning officer to advertise the advance polls at least twice in a newspaper circulating in the municipality, with the notices appearing at least one week apart and inserted before the first advance poll day.

- The notice must contain [s. 114(7)]:
  - dates and hours of voting
  - location of the advance polling stations, with the polling divisions to be served by each
  - who is entitled to vote at the advance poll

- **A sample notice is in Appendix "C".**

Section 1.6.5 - Election Campaigns

- This information is included for the purposes of information for returning officers. The legislation does not impose an obligation on returning officers to enforce these provisions.

1.6.5.1 Election Advertising

- All printed election campaign material advertising must bear the name and address of the printer and of the person on whose behalf it was printed or published.

- All advertisements relating to an election published in a newspaper or other publication must state the name and address of the person who has it published.

- Failure to comply with these requirements is an offence [s. 143].
- The *Municipal Elections Act* does not address broadcast advertising.
- See Appendix F for information about the placement of campaign signs on public property and utility poles.

1.6.5.2 Election Campaigning

- The legislation [s. 54A] gives a candidate or a candidate's representative the right to enter locked multiple-unit dwellings during reasonable hours for the purpose of lawfully campaigning. It is an offence to obstruct a candidate who is lawfully campaigning [s. 54B].
- Landlords and condominium corporations cannot prohibit tenants or owners of units from displaying election advertising posters on the tenant's or owner's premises [s. 54C(1)].
- The landlord or condominium corporation can, however, set reasonable limits on the size or type of advertising that can be displayed and may prohibit the display of advertising in the common areas [s. 54C(2)].

CHAPTER 7

ELECTION SUPPLIES FOR COUNCIL AND SCHOOL BOARD ELECTIONS

Section 1.7.1 - Municipal Responsibility for Supplies

- Each municipality is responsible for providing its own election materials and supplies, including:
    - forms
    - voting compartments
    - ballot boxes
    - poll books
    - pencils, pens and other stationery items
- Where quantities allow, municipalities routinely print their own materials. Other municipalities obtain forms and materials from private suppliers in the province.
- It is important for each returning officer to have sufficient supplies for the number of polling stations to be established.
- The legislation [s. 68] provides the full list of supplies to be given to the Deputy Returning Officer for each polling station. For additional details, see Chapter 2 of Part 4, Guide for Deputy Returning Officers and Poll Clerks.

1.7.1.1 Ballot Boxes

- A minimum of one ballot box is required for each polling station in the municipality.
- Returning officers have the choice of putting all ballots cast in one box, and then separating them when they are counted, or having a separate ballot box for each office to be elected. The choice may be influenced by the number of voters in each polling division.
- Returning officers also have the choice of supplying a busy polling

station with more than one ballot box, to ensure that boxes that get filled can be easily replaced [s. 95].

- Ballot boxes must be of a uniform size and shape, made of durable material, and must be furnished with seals. The slit at the top must be sufficiently narrow so that ballots can be deposited in it, but cannot be removed from it without unsealing the box [s. 64(2)].
- The ballot box for each polling station should be identified by its poll name or number.
- Record on the inside cover of the poll book the number of ballot boxes supplied to each polling station [s. 68(2)].

1.7.1.2 Identification Badges for Poll Workers

- The returning officer may supply election officers and agents for a polling station with a badge or other form of identification.
- Badges for the agents must not indicate the candidate supported by an agent [s. 69(2)].

1.7.1.3 Supplies for the CSAP Election

- A number of the CSAP election forms have been translated into French.
- Returning officers should ensure that forms in both French and English are available at the polling stations where CSAP elections are taking place.
- The forms may be completed and filed in either English or French.

Section 1.7.2 - Ballots

- Municipal returning officers must arrange to have printed the ballots for the council election.
- The school board returning officer(s) will supply the ballots for the school

board election(s), which must then be included with the supplies for each polling station.

- For 2004, the province will supply the ballots for the provincial Sunday shopping plebiscite, which must then be included with the supplies for each polling station.

1.7.2.1 How Many Ballots to Print?

- Returning officers must supply each polling station with at least 10% more ballot papers than there are electors on the final list of electors for that polling station [s. 68].
    - This allows for additional ballots for electors who are sworn on to the list on voting day, or for electors who may spoil their ballots and need replacements.
    - For example, to supply an additional 10% of ballots to a polling station with 500 names on the final list, an extra book of 50 will suffice.
- Note, however, that your estimation of ballot papers needed is dependent on how accurate the number of electors is on your final list. If you suspect that many electors may have been missed on the final list, you may wish to print more ballots than the additional 10%. Remember, you cannot print more ballots on election day.
- Returning officers should also keep some extra ballots on hand in their offices for emergencies.
- Remember to keep ballot papers secure until they are needed.

1.7.2.2 Preparation and Printing of Ballot Papers

- The *Municipal Elections Act* [s. 65-67] has specific directions on names, ballot description, ballot design, and other ballot requirements. **These sections are included in Appendix "B".**
- The ballot paper is as shown in Form 13 of the Act.
- Make arrangements early with a printer for the ballots. Many municipalities will be needing to get their ballots printed.

- The printing firm must be able to serially number the ballots, perforate them and have them bound into books of 25, 50, or 100 that can be distributed to the polling stations.

- The size of the books of ballots that you provide to each polling station will be dependent on the number of electors on the list, and the voting patterns in that area.

- Ballots are to be printed on different colours of paper for different offices or questions [s. 67], so ballots can be quickly sorted for counting when they are taken from the ballot box. Full consultation between municipal and school board returning officers is essential to ensure selection of appropriate ballot colours for different offices.

- For 2004, the provincial plebiscite ballots will be supplied by the province on grey paper.

1.7.2.3 Names on the Ballot Paper

- The legislation [s. 66(1)(c)] requires the ballot to show "the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names."

- If a candidate has a hyphenated surname, the first name in the surname is the name used for the alphabetical listing. For example, if the candidate's surname is Ann Smith-Jones, the surname would treated as beginning with an "S".

- The ballot should show the name by which the candidate is known in the community. Nicknames are acceptable and may even be helpful in distinguishing candidates with the same surname.

    - For example, the name "Billy A. MacDonald", should appear on the ballot for a candidate known by this name in the community. The formal name "William Arthur MacDonald" may not be recognized by electors if it appeared on the ballot. Similarly, a nickname such as "Red" should be included on the ballot for a candidate known in the community as "John "Red" MacDonald".

- Note that the Act specifically prohibits including the title, honour, decoration or degree with the candidate's name on the ballot [s. 66(2)]. (Examples: Mr./Mrs./Ms./Dr./Prof. or following the name, such things as BA, BSc, MD, BEd, etc.)

1.7.2.4 Ballot Design

- The front of the ballot should show, at the top, if the ballot is to be marked for one candidate only or for not more than a specified number of candidates.

- The back of the ballot must have a place for the DRO initials, and identifies the municipality, the polling district that the ballot is for, along with the date of ordinary polling day (Form 13).

- Ballots are printed
  - with the face of the ballot paper printed in black ink, and
  - with the title, warning and names of candidates and a small circular space immediately to the right of the name of each candidate, appearing in the colour of the paper [s. 66(4)].

- Ballots must also
  - be of the same description and as nearly alike as possible;
  - have a counterfoil and a stub with lines of perforations between the ballot form and the counterfoil and between the counterfoil and the stub;
  - be bound in books containing 25, 50, or 100 ballot papers, depending on the requirements of the polling stations [s. 67 (1)]; and
  - be serially numbered on the back of each stub and counterfoil [s. 66(3)].

Section 1.7.3 -
Poll Books

- The format of the poll books is provided in Form 14. They can be printed in house or acquired from various commercial suppliers in the province.

- The number of pages of each form can be modified to suit the circumstances of each municipality's election.

- For the purposes of the 2004 provincial plebiscite, the "other" column on

Form 30 (Record of Poll) may to used to record the plebiscite vote. If your municipality is planning to have a plebiscite on a municipal issue as well, then you will have to get the Record of Poll printed with an additional column to record the provincial plebiscite.

Section 1.7.4. -
Ballot Envelopes

- These envelopes are supplied to the DROs to seal and secure the ballots after the count.

- The number of envelopes supplied to each polling station will depend upon what is being voted on at the polling stations in your municipality. Because of acclamations, there can be different envelope requirements at different polling stations. The following are the envelopes that are needed:

    - For polling stations where ballots are to be marked for one candidate (mayor, councillor, school board member), supply an envelope for each candidate on the ballot. The same rule applies for a plebiscite question; "yes" or "no" ballots are placed in separate envelopes.

    - For polling stations where ballots are to be marked for more than one candidate (most town councils and some school board districts (primarily CSAP), all the ballots for each office are placed in one envelope.

    - In the polls where school board elections are being held, an envelope is required to secure ballots in case there are fewer than 10 ballots cast at the polling station, and the ballots must be transported for counting to the school board returning officer. More than one may be required, depending on the number of school board elections at the polling station.

    - For 2004, an envelope will be supplied by the province for the provincial plebiscite ballots.

Section 1.7.5 -
Polling Station Posters

- Posters are available from the province for use in polling stations where there is an African Nova Scotian school board member election or an election for CSAP. The posters describe the qualifications to vote for the office, as well as directing qualified electors to ask the DRO for the particular ballot.

- Directions to electors concerning the provincial plebiscite will be available from the province.
- Your municipality may also supply "Polling Place" identification posters or banners.

Section 1.7.6 -
Supplies to Deputy Returning Officers

- The supplies for each polling station must be packed and in the hands of the deputy returning officers no later than 10:00 p.m. on the day before ordinary polling day [s. 68].
- The supplies must include a statement showing the serial numbers of the ballot papers issued to each DRO [s. 68(1)(b)].

CHAPTER 8

TRANSFER CERTIFICATES AND PROXY VOTING

Section 1.8.1 - Transfer Certificates

- The purpose of a transfer certificate is to allow an eligible elector to vote at a polling station where the elector's name does not appear on the list of electors.
- An elector who transfers from one polling district to another can only vote for the candidates or matters that the elector was eligible to vote for at the polling station where the elector's name is on the list of electors [s. 73(3)].
  - For example, suppose an elector's name appears on the list of electors in a polling district where a councillor has been elected by acclamation. If the elector transfers to another polling district electing a councillor and a mayor, the elector would be restricted to vote for a mayor only and not for a councillor. In 2004, the elector could also vote for the provincial Sunday shopping plebiscite.

1.8.1.1 Who Is Eligible for a Transfer Certificate?

- The legislation permits the following electors to transfer from one polling station to another for convenience in voting [s. 73]:
  - a candidate; or
  - a candidate's agent appointed to a polling station other than where the agent's name appears on the list of electors; or
  - a DRO or poll clerk acting at a polling station other than where his/her name appears on the list of electors; or
  - an elector with a physical disability which prevents him from voting at a polling station where his/her name appears on the list of electors.

No other electors are entitled to a transfer certificate.

1.8.1.2 Application and Issuance

- To obtain a transfer certificate, an eligible elector must first apply by completing the affidavit in Form 18.

- The returning officer or assistant returning officer then issues the transfer certificate in Form 19 or Form 20:

    - Form 19 is used where the elector wishes to vote at a polling station within the same polling district.

    - Form 20 is used to permit an elector to vote in another polling district within the municipality. If Form 20 is used, the returning officer specifies which office(s) or matter(s) the elector is eligible to vote for.

- Form 19 or Form 20 must be completed in triplicate and copies distributed as follows:

    - the elector gets the original (1st copy)
    - the 2nd copy is delivered to the polling station where the elector's name appears on the list of electors
    - the 3rd copy is kept in the returning officer's office

- The elector may vote at the polling station named in the transfer certificate by presenting the certificate at that polling station.

- If the elector subsequently decides to vote at the polling station where his/her name appears on the list, the elector must first surrender the transfer certificate to be permitted to vote there.

- Transfer certificates must be issued before 5:00 p.m. on the Wednesday before ordinary polling day [s. 73(1)].

Section 1.8.2 -
Proxy Voting

- An elector may vote by proxy if the elector is on the list of electors and will be unable to vote at a polling station because of illness, physical disability or absence from the municipality [s. 75].

- A proxy vote allows someone else (the proxy voter) to vote at the elector's polling station in the name of the elector.

- **A proxy vote can only be exercised on ordinary polling day [s. 99]. Therefore, there is no proxy voting at the advance poll.**

- Once an elector has been issued a proxy paper, an elector can only vote by proxy unless the proxy paper is canceled before the deadline [s. 99(3)].

1.8.2.1 Qualification to Vote by Proxy and Be a Proxy Voter [s. 76]

- The returning officer must issue a proxy paper in prescribed form from the time the final list is completed up to 5:00 p.m. on the Friday the 8th day before ordinary polling day, if
  - an elector or proxy voter delivers in person a duly completed application for a proxy vote to the returning officer; **and**
  - the returning officer is satisfied that the elector will be unable to vote at a polling station because of illness, physical disability or absence from the municipality; **and**
  - the returning officer is satisfied that
    - the elector and the proxy voter are each on the list of electors or have a certificate of eligibility, **or**
    - under the *Homes for Special Care Act* where the elector's polling division is an approved home for the aged or a licensed nursing home, the proxy voter is a child, grandchild, brother, sister, parent, grandparent, husband or wife of the elector and is of voting age; **and**
  - the returning officer has not issued a proxy paper to another person to act as proxy voter for the elector; **and**
  - the proxy voter has not been already appointed a proxy for any other elector, other than for an elector who is a child, grandchild, brother, sister, parent, grandparent, husband or wife of the proxy voter.

- In the case where the list of electors for a polling division has had to be divided into two or more separate lists because the number of names exceeds 700, the list of electors for the polling division is the list of electors before it was divided. For instance, if the list was divided alphabetically (A-L) and (M-Z), Mr. J on the first half of the list can be the proxy voter for Ms. W, on the second half of the list.

1.8.2.2 Proxy Forms

- There are two forms used for proxy voting:
  - an application for a proxy vote (Form 21), which is completed and submitted to the returning officer; **and**
  - the proxy paper (Form 22), which the returning officer issues upon receipt of a completed application.
- Each returning officer should have a large supply of application forms for electors who may request them and for distribution to candidates and their agents who may wish to contact eligible electors.
- It is likely that there will be a large demand for application forms, but that only a small number of them will be completed and returned to the returning officer.

1.8.2.3 Contents of the Proxy Application Form (Form 21)

- The application must show:
  - the name of the elector;
  - the elector's number on the list of electors or on the certificate of eligibility;
  - the intended proxy voter's
    - name, and
    - number on the list of electors or, on certificate of eligibility;
  - the elector's relationship to the proxy voter, where applicable;
  - the reason for applying for a proxy vote, which must be because of
    - absence from the municipality on the advance polling days and the ordinary polling day, or
    - inability to attend at the polling station because of illness or physical disability.

1.8.2.4 Proxy Application Procedure

- A person applying to vote by proxy must first complete and sign the application form (Form 21).
    - Note that the elector completing the application form may not know his/her number on the list of electors or on the certificate of eligibility, or his/her polling division number, nor have this information about the person who is going to act as the proxy voter.
    - Those spaces can be left blank and completed by the returning officer, as long as the returning officer is satisfied that it is the elector who signed the application.

- Only the person applying to vote by proxy, or the intended proxy voter may return the application form to the returning officer [s. 76].

- In some cases, electors may have long distances to travel to return proxy forms to the returning office. To assist, the returning officer or his/her designate may wish to travel out to certain areas of the municipality to receive the application forms and issue proxy papers.
    - Travel plans, and the time and place where the proxy applications will be received should be communicated in advance.
    - All candidates in the area should be advised and requested to pass the travel plans to potential applicants.

1.8.2.5 Issuing the Proxy Paper

- The returning officer may issue proxy papers only in the period specified by legislation, between the day that the final list of electors was certified and up to 5:00 p.m. on Friday, 8 days before election day [s. 76(1)].

- A proxy paper in Form 22 is a written direction, signed by the returning officer, permitting one person to vote in the place of another. It is an important document that should be carefully controlled. Under no circumstances should a returning officer issue a blank proxy paper.

- On receiving the completed application in Form 21, the returning officer must be satisfied that:
    - the elector completing the application is qualified to vote by

proxy and has not appointed another person to act as his or her proxy voter; and
- the person named in the application is qualified to act as a proxy voter for the elector.

- If these conditions are met, the returning officer must issue a proxy paper in Form 22, but only to the elector or to the proxy voter who appears before the returning officer.

- The returning officer should consecutively number each set of proxy papers (Form 22) before issuing copies. Each proxy paper is completed in triplicate [s. 77], and the copies are distributed as follows:

  - the first copy is the original, which goes to the elector or the proxy voter who brought in the application. This is the copy to be used by the proxy voter on ordinary polling day;
  - the second copy remains in the office of the returning officer for public inspection; and
  - the third copy is given to the DRO for the polling station where the elector's name appears on the list of electors and where the proxy voter will come to vote.

1.8.2.6 Cancellation of a Proxy Paper [s. 79]

- Occasionally, a qualified elector may appoint one person (perhaps a worker for a candidate) to vote by proxy and then change in favour of a family member or someone else to act as the proxy voter.

- In that case, the person must return the first proxy paper for cancellation and have a new one issued before the deadline of 5:00 p.m. on Friday, 8 days before election day.

- If a proxy paper is not cancelled, only the proxy voter may vote for the elector [s. 99(3)]. The elector may not vote in person.

CHAPTER 9

ADVANCE POLL AND ORDINARY POLLING DAY

- **Detailed information about the voting procedure is found in the Guide for Deputy Returning Officers and Poll Clerks, in Part 4 of this Handbook.**

Section 1.9.1 -

Appointment of Deputy Returning Officers and Poll Clerks

- The returning officer has the responsibility to appoint DROs and poll clerks.
- The appointments must be made no later than the eighth day before ordinary polling day [s. 58(1)].
- DROs and poll clerks can be dismissed and replaced for cause, including resignation, death or incapacity [s. 58(2)].
- You can appoint "stand-by" election officers, who will be available on election day in case one of the appointed poll officials cannot work or does not show up.
- A poll clerk can take over for a DRO who becomes incapacitated or fails to act. In that circumstance, the poll clerk can appoint another poll clerk for the poll [s. 58(3)].
- Be sure to swear in your poll officials, using Form 2 in the poll book. They can be sworn in during the training session that you have with them.
- If you have a CSAP election in your municipality, try to recruit DROs and/or poll clerks who are bilingual, particularly in the areas that are known to have a concentration of electors who may opt to vote for CSAP.

Section 1.9.2 - Agents

1.9.2.1 Candidate's Official Agent

- A candidate can have an official agent [s. 70], who is entitled to be in the polling station at any time **(except for the candidate who is acting as his/her own official agent [s. 69(1)(e)])**.

- The official agent must have an appointment in Form 17 for displaying to the DRO at the polling station. Some municipalities provide other identification (such as buttons) so that the official agent can enter the poll.

1.9.2.2 Candidate's Poll Agents

- A candidate can also appoint one or more agent(s) to represent the candidate in each polling station in the polling district in which he/she is running [s. 71].

- Only one agent can be present in the polling station at any one time, but the agent can leave and return.

- An agent can be appointed to more than one polling station.

- Candidates may have what are referred to as "inside" and "outside" agents. An "inside" agent is the agent who observes the voting process. The "outside" agent is the runner who gathers information on who has voted. There is no distinction in the legislation between these two types of agents, but the only agent that can be in the polling station is an agent with an appointment in Form 16 to the polling station.

- An agent can only be present at one polling station during the count of the ballots [s. 107(4)].

1.9.2.3 Agents for the 2004 Provincial Plebiscite

- No agents are appointed for the purposes of the 2004 provincial Sunday shopping plebiscite.

Section 1.9.3 -
Election Signs

- Complaints about election signs on ordinary polling day are often made, particularly from the camps of rival candidates.
- The rule is that on ordinary polling day, no sign can be within 200 feet of any wall of a building in which a polling station is located [s. 155(b)].
- The returning officer has the authority to remove or have removed a sign that is in contravention of this rule, and can deduct the cost of the removal from the candidate's deposit [s. 155(2)].
- The returning officer need only act if the situation is brought to his/her attention. It is often helpful to telephone the candidate and bring the matter to the candidate's attention.

Section 1.9.4 -
Activities of Candidates on Election Day

- Sometimes, concerns are raised about the presence of candidates at the entrance to polling stations.
- If a candidate or his/her agent(s) or representative(s) at the polling station are "loitering or soliciting votes", then they would be subject to being ordered from the polling place, or the area within 200 feet of the polling place by the Deputy Returning Officer [s. 105(f)].

Section 1.9.5 -
Instructing the DROs and Poll Clerks on the School Board Elections

- With the growing familiarity of the public with choices of school board elections at the polling stations, augmented by the posters available to publicize the choices available, it is anticipated that electors are expected to be able to state to the DRO at the poll which school board ballot the elector wishes to have.
- To assist in the process, scripts that you can use to train your DROs and poll

clerks are available. **These scripts are not mandatory**. Returning officers must instruct their poll officials for the circumstances that they are likely to be facing on election day.

- The scripts are intended to assist the poll officials to ascertain the elector's choice, if there is a regional/district school board election plus an election for one or both of the African Nova Scotian member of the regional/district board or CSAP, or a CSAP and/or African Nova Scotian member election alone.

- The scripts are designed with the assumption that most electors will be voting for the regional school board. However, in certain polling districts or polling stations, the majority of electors will probably choose to vote for either CSAP or the African Nova Scotian member of the regional/district school board. In those cases, instruct your DROs and poll clerks accordingly.

- The scripts are found at the end of Part 2 of this Handbook, School Board Elections Information for Municipal and School Board Returning Officers.

Section 1.9.6 -
Instructing the DROs and Poll Clerks on Voting in Long-Term Care Facilities

- Taking the votes of electors in long-term care facilities can be challenging. Extra time may be needed to allow persons who may have cognitive or physical impairments to mark the ballot.

- If the facility is being served by a mobile poll, you may want to take the opportunity to instruct these DROs and poll clerks separately from the others, so that you can also explain the rules for setting up and closing a mobile poll.

- If a poll is set up in a long-term care facility, voting at the poll can be suspended and the ballot box can be taken room to room in order to get the votes of the bedridden patients [s. 88].

- If the ballot box is to be taken from room to room, the DRO and poll clerk must be accompanied by an officer of the institution. You should check that someone will be available during the time that the polling station is open.

Section 1.9.7 -
Advance Poll

1.9.7.1 Instructing the Advance Poll DROs and Poll Clerks

- Generally speaking, you can use the Guide for Deputy Returning Officers and Poll Clerks to train your DROs and poll clerks for the advance poll. There is supplementary information in the Guide about sealing and securing the ballot box between the two advance poll days and after the close of the second advance poll day.

- You must give the DRO instructions on whether the DRO is to keep the ballot box between the two advance poll days, or between the close of the advance poll on the second day and the close of polls on ordinary polling day, when the advance poll ballots are counted.

- Whether the DRO keeps the ballot box or returns it to the returning officer is a decision of the returning officer, usually based on the distance that the DRO would have to travel to retrieve the voting materials from the returning officer's office.

1.9.7.2 Transfer of Advance Poll Ballots on Election Day

- After the close of the advance poll on the second day, the returning officer will know whether fewer than 10 persons voted for:
  - candidates for any one office (such as council or school board), or
  - any one matter (either municipal plebiscite or provincial plebiscite).

- In that situation, the advance poll ballot box must be opened during polling hours on election day and the ballots distributed to other ballot boxes [s. 119]. This procedure is followed to protect the privacy of the vote.

- The returning officer must fix the time to open the ballot box on election day. Be sure that you have enough time to get to other polling stations to add the advance poll ballots before the polling station closes at 7:00 p.m.

- The following procedure is used to distribute the advance poll ballots:

  - At the time fixed by the returning officer, the deputy returning officer for the advance poll opens the ballot box in the presence of the poll clerk and any candidates or agents who are present and removes the ballots without looking at the front of them.

  - The ballots are separated into the offices or matters which are being voted on.
  - The ballots for each office or matter are then placed into separate envelopes.
  - The DRO seals the envelopes and records the number of ballots on the front of each envelope.
  - The DRO signs across the seal, and asks the poll clerk and anyone else who wishes to sign to do so.
  - The DRO delivers the ballots to the polling station designated by the returning officer.
  - At the polling station, the DRO, in full view of all present, opens the envelope given to him or her by the advance poll DRO, and places the ballots individually into the ballot box, without looking at them.

- These ballots are then counted and reported with the rest of the ballots from the polling station.

1.9.7.3 Striking Off the Names of Electors Who Voted at the Advance Poll

- The list of electors used at the polling stations on ordinary polling day has to have the names of the electors who voted at the advance poll struck off, including those who were added to the list at the advance poll [s. 122].

Section 1.9.8 -

Instructing DROs and Poll Clerks About Acceptable Ballot Markings

- Ballots are to be marked by an "X", a cross or a check mark, or a facsimile thereof [s. 108(d)].

- You should instruct your DROs to use common sense in interpreting these words in the circumstances, to give effect to the intention of the elector.
- In 2004, some additional instruction will need to be done concerning the marking of the provincial plebiscite (2004) ballot, which is a two-part question. See the Guidelines for Deputy Returning Officers and Poll Clerks, Part 4 of this Handbook.

Section 1.9.9 - Questions and Answers about Election Day

1.9.9.1 Are Employees Entitled to Time Off With Pay for Voting?

- There is no provision in the *Municipal Elections Act* which allows employees time off work (paid or unpaid) for voting purposes.
- Terms of collective agreements or contracts of employment may provide employees with time off work to vote. This would be a matter between the employer and the employee.
- With two days of advance polling, and with ordinary polling day on Saturday, most people will have sufficient time to cast a ballot.
- Some employees, particularly those on 12-hour shifts, may not be able to vote at either the advance or ordinary polls. In such cases, the proxy may be an option for them.

1.9.9.2 Is a Candidate Permitted to Advertise on the Radio or in the Newspaper on Ordinary Polling Day?

- There is no restriction in the *Municipal Elections Act* on election day advertising.

1.9.9.3 Will Liquor Outlets Be Open for Business on Ordinary Polling Day?

- The sale of liquor on ordinary polling day is not prohibited.

1.9.9.4 Is Smoking Permitted in Polling Places?

- Smoking is **not** permitted in polling places because the province's *Smoke-free Places Act* prohibits smoking in any place of employment (other than a restaurant, bar or lounge) except in an enclosed and ventilated smoking room.
- A "place of employment" means an enclosed space in which employees perform their duties. This includes polling places, as the DROs and poll clerks would be employees performing their duties.
- The Act also prohibits smoking in schools, school yards, municipal offices and nursing homes, except in enclosed places that do not admit those under 19 years of age.

Section 1.9.10 -
Receiving the Results of the Voting

- The results received on election night are the unofficial results. The official results are determined after the official addition of the votes.
- The returning officer must prepare to receive the results of the election(s) on election night. It is likely that candidates and/or media representatives will want to be present when the results are telephoned in to the returning officer from the polling stations, so there must be sufficient space made available to accommodate them.
- As well, a system of posting the results from each poll as they are telephoned in, either manually or electronically, will assist you by keeping those present informed so that they are not seeking information from you directly.
- Do as much as possible, such as filling in forms or setting up boards, beforehand, so that you are ready once the polls close.
- Prepare instructions for your DROs on how to telephone the results to you once counting is complete at the polling station.
- Instruct your DROs on when and where to return the voting materials to you after the count is complete.

CHAPTER 10

OFFICIAL ADDITION OF THE VOTES
and
POST-ELECTION RESPONSIBILITIES

Section 1.10.1 -
Official Addition Day [s. 125(1)]

- The vote counts that are done at the polling stations on election night are the unofficial counts.
- The official addition of the votes is held at the returning officer's headquarters, starting at 10:00 a.m. on Tuesday, 3 days after election day.
- On the day before official addition day, the returning officer can prepare all the documentation that will be used during the count.
- Candidates must be notified of the time and place of the official addition.

1.10.1.1 Procedure on Official Addition [s. 125(2)]

- The official addition determines the number of votes cast for each candidate in each polling station in the municipality.
- The returning officer conducts the official addition in the presence of candidates and agents who may be present.
- The official addition for the school board candidates is conducted by the returning officers responsible for the school board elections [s. 5(3)].
- In 2004, each municipal returning officer will have to conduct the official addition of the votes for the provincial Sunday shopping plebiscite in their municipality.
- The official addition requires the returning officer to determine the number of votes for each candidate by examining the statements of poll from each polling station.

- The statements of poll which are examined are the ones that remain in each poll book, with the exception of polls where the votes were counted by a counting officer (for school board elections only; where there are polls with less than 10 votes).
- If a statement of poll is missing from the poll book, the returning officer can get the statement in the possession of the deputy returning officer, a candidate or agent. The correctness of this statement must be verified under oath by the deputy returning officer or poll clerk [s. 125(2)].

1.10.1.2 Procedure When There Is No Statement of Poll

- If there is no statement of poll available at all, then the returning officer determines the number of votes for each candidate from the endorsements on the envelopes in the ballot box which contain the ballots cast for each candidate.
- If these are not available, then the totals can be obtained from the deputy returning officer or poll clerk, or from any evidence that the returning officer can obtain [s. 126(1)].
- If necessary, the returning officer can summon any person with information, and require their presence, along with any relevant documentation. They can also be examined under oath. If such a step is required, the returning officer should give notice to the candidates and their official agents of the time and place where the examination will occur [s. 126(2)].
- If it is necessary to open the ballot box to get the necessary information, the returning officer will reseal the ballot box as soon as the count is completed [s. 127].

Section 1.10.2 -
Completion of the Recapitulation Sheet

- As soon as the official addition is concluded, the returning officer completes the recapitulation sheet, Form 38.
- A separate recapitulation sheet is completed for each matter or office for which a vote was held.
- The 2004 provincial plebiscite results are recorded on Form 38A.

- The returning officer must provide a copy of the recapitulation sheet to:
  - each candidate, by personal delivery or registered mail
  - the clerk of the municipality or the secretary of the school board, as the case may be
  - the Municipal Elections Officer, for the provincial Sunday shopping plebiscite

- If the number of votes cast for a candidate came from sources other than the statement of poll, then the recapitulation sheet must be accompanied by an explanation of how the results were determined [s. 128].

Section 1.10.3 -
Preservation of Election Material [s. 140]

1.10.3.1 Retention of Material Returned Following the Election(s)

- The returning officer is responsible for the safe-keeping of the following:
  - ballot boxes
  - ballots
  - poll books
  - recapitulation sheets
  - unused election supplies

- These materials must be kept so that they may be delivered to a judge in case of a recount or challenge.

- The ballot boxes must remain sealed for 25 days after ordinary polling day unless otherwise ordered by a judge.

- The poll books are open for inspection for 21 days after ordinary polling day, but shall not be photocopied or otherwise reproduced for members of the public.

1.10.3.2 When Election Material Can Be Destroyed

- Where an election is not contested or there is no recount, 25 days after ordinary polling day, the returning officer may open the ballot boxes and dispose of their contents, with the exception of:

- poll books
- lists of electors
- recapitulation sheets

♦ All election material retained must be transmitted to the municipal clerk.

♦ Where the election is not contested, the clerk must retain the poll books, lists of electors and recapitulation sheets for at least a year. If the election is contested, the documents must be retained until the time for an appeal has expired or for a year, whichever is the longer [s. 141].

CHAPTER 11

RECOUNTS AND CHALLENGES

Section 1.11.1 - When an Automatic Recount is Required

- If there is a tie after the official addition of votes, the returning officer must submit an affidavit of the facts to the court clerk and apply for a judicial recount. The procedure is automatic and does not require an application by either of the candidates. [s. 130(1)].
- The returning officer is required to provide a copy of the affidavit and notify the municipal clerk and the affected candidates at least 3 days before applying to the court [s. 130(2)].

Section 1.11.2 - Application for a Recount

- In all other circumstances, any candidate, elector, or the municipal clerk (if authorized by the council) may apply within 10 days after election day to a judge of the Supreme Court or the Provincial Court for a recount.
- The application must be accompanied by a deposit of $200.00 as security for court costs [s. 131(2)]. The judge has the discretion to make an order regarding the disposition of the deposit at the end of the recount and may make a further order respecting the payment of costs by any party.
- On receiving the application, the judge decides the time and place for the recount. The time must be set within 30 days following the date of the application [s. 132].
- Subject to other directions given by the Court, it is suggested that a person applying for a recount make an application for a hearing before the Court to determine the time and place for the recount. At this hearing, all interested parties may make submissions regarding the most convenient time and place. This procedure may be especially important if one of the parties wishes a recount to be completed in time for the first council meeting when the warden

is selected.

- The applicant should mention to the judge that the Act provides for the recount to take place within 30 days of the application. It is suggested that the applicant should have a blank order available for completion by the judge when the time and place is determined.

- Suggested forms of the application and the order fixing the time and place of the recount are in Appendix "G". Please note that these forms have not been approved by a court, and a judge hearing the application may wish to use a different application and have the matter proceed in an entirely different manner. The judge's instructions in that regard must be followed.

- After hearing persons who appear at the first application to fix the date, the judge will make an order determining the time and place for the recount and give directions regarding the service of notice required.

- Once an order is issued, copies of the order must be given immediately to the other parties present. Subject to directions which may be given by the Court, the order should be sufficient written notice for the judicial recount.

Section 1.11.3 -
Application to Set Aside an Election

- An elector (including a candidate) or the clerk at the direction of council, who believes that a major irregularity occurred during the election which might have affected the outcome of the election, may apply to a judge of the Supreme Court to have the election set aside [s. 158].

- An application can ask to set aside an election in a particular polling district or electoral district (for a councillor or school board member), or could ask to set aside an election in an entire municipality (for a mayoralty contest or council elected at large).

- If an application to set aside an election is based on an allegation that an action taken or decision made at the recount was not in accordance with the *Municipal Elections Act*, a court may extend the time for commencing the application [s. 158(6)].

- The application to set aside an election must be filed with the court clerk within 21 days after ordinary polling day, and must be accompanied by a deposit of $500.00 as security for court costs [s. 158(7)]. The judge has the discretion to make an order regarding the disposition of the deposit at the conclusion of the application and may make a further order respecting the payment of costs by any party.

- This application will be tried in the same manner as any other lawsuit. Therefore, in almost all cases, it will be necessary to arrange for a lawyer to prepare the documents for filing and to conduct the trial.
- The duty of the judge hearing an application of this type is to determine, first, whether there was an irregularity and, second, whether that irregularity affected the result of the election. An election is set aside only where the judge decides that there was an irregularity of that importance.

CHAPTER 12

DECLARATION OF ELECTION AND OATH OR AFFIRMATION OF OFFICE

Section 1.12.1 - Declaration of Election

1.12.1.1 Declaration Where There Was No Recount

- The clerk declares elected the successful candidate(s), with their terms of office, at the first regular or special meeting of council [s. 129 (1)].
- The declaration must be after the time for application for a recount has expired.
- The time for application for a recount expires 10 days after the election [s. 131(1)].

1.12.1.2 Declaration Where There Was a Recount

- Where there has been a recount, the declaration of election of the successful candidate(s) takes place at the first regular or special meeting of council after the recapitulation sheet has been received from the judge [s. 129 (2)].

1.12.1.3 Declaration Where There Was an Acclamation

- Where a candidate has been elected by acclamation, the clerk declares elected the candidate
  - at the first meeting of council after ordinary polling day, or
  - in the case of a special election, where holding a poll is no longer necessary, at the first meeting after being so informed [s. 55].

Section 1.12.2 -
Oath or Affirmation of Office for Councillor

- A council member must be sworn into office by taking the Oath of Allegiance and of Office in Form 39 [s. 147].
- The oath or affirmation is administered by a judge, a justice of the peace, the mayor or warden, or the municipal clerk.
- The oath or affirmation must be taken at the first council meeting after the election, or within the extended time allowed by council.

Section 1.12.3 -
Orientation for New Councillors

- An orientation session is provided for new councillors by the Department of Service Nova Scotia and Municipal Relations a few weeks after the election.

CHAPTER 13

NOMINATION DEPOSIT REFUND AND CAMPAIGN FINANCE DISCLOSURE

Section 1.13.1 -
Candidate's Affidavit Required

- All candidates are required to file an affidavit with the municipal clerk in Form 12 within 7 days of ordinary polling day, which states that:
  - all advertising and election materials have been removed, and
  - all copies of the lists of electors in the candidates possession have been returned.
- Form 12 refers to the removal of material and in some cases a candidate elected by acclamation may never have posted or displayed any advertising. In that case, the affidavit can still be used or it can be varied to state that no advertising or election materials were posted or displayed.
- It is an offence for a candidate to fail to remove all advertising material from public places within 7 days after a notice is served upon the candidate by the clerk. The notice cannot be issued until after polling day [s. 51(7)].

Section 1.13.2 -
Refund of Nomination Deposit [s. 51]

- The clerk is responsible for the refund of nomination deposit.
- In a municipality where the nomination paper must be accompanied by a deposit of $200.00 or a smaller amount determined by the council, the clerk is required where the candidate files the affidavit in Form 12 within the required time to refund:
  - the entire deposit to a candidate who was elected or who polled at least half of the number of votes polled by the successful candidate (including a candidate who was elected by acclamation); or
  - half of the deposit to a candidate who polled less than half of the number

of votes polled by the successful candidate.

- Where there is more than one successful candidate (in polling or electoral districts where more than one candidate is to be elected), the calculation made to determine half of the votes of the successful candidate is based on the successful candidate having the smallest number of votes.
    - For example, if candidates A and B were elected after receiving 100 votes and 50 votes respectively, and candidate C lost after receiving 35 votes, candidate C would be entitled to a refund because 35 is greater than 25, which is half of the number of votes received by candidate B.
- Subsection 51(5) provides for the immediate return of the deposit of a candidate who was elected by acclamation, once that candidate has filed an affidavit in Form 12, and returned the lists of electors in the candidate's possession.
- If the affidavit is not filed with the returning officer within 7 days after ordinary polling day, the deposit is forfeited, whether or not the election material has been removed or is removed later [s. 51(6)].

Section 1.13.3 -
Return of Campaign Finance Disclosure Forms [s. 49A, 49B]

- Within 60 days of ordinary polling day, the candidates and their associations must file their Campaign Finance Disclosure Forms, Form 40 or Form 41, respectively [s. 49A(8)].
- The forms are filed with the municipal clerk for council candidates, and with the secretary of the school board, for school board candidates.
- The forms must be signed by the official agent for either the candidate or the association. Only candidates who get officially nominated need to file disclosure statements.
- Candidates who act as their own official agent file the form on their behalf.
- Each Disclosure Form must show the name and address of each contributor whose contributions exceed $50.00 since the last municipal election.
- The clerk or the secretary of the school board must allow the disclosure statements to be examined at their office, during regular office hours. Copies

can be made on payment of a reasonable fee [s. 49B].

- Failure to file the Disclosure Form on time is an offence [s. 49B(12)].

CHAPTER 14

SPECIAL ELECTIONS

Section 1.14.1 - Requirement for a Special Election

- A special election must be held when there is a vacancy on council or school board. A vacancy occurs when:
  - an insufficient number of candidates are nominated to fill the vacancies at a regular or special election, or
  - a councillor or school board member dies, resigns, becomes disqualified or forfeits office [s. 13(1)].
- The only exception to these requirements is when a vacancy occurs in a regular election year. No special election is required to be held in the 6 months preceding ordinary polling day, unless council or the Minister determines otherwise [s. 13(8)].

Section 1.14.2 - Procedure for a Special Election

- The *Municipal Elections Act* requires a special election to be conducted as closely as possible to the procedure governing a regular election [s. 13(6)].
- However, there will be some differences. A suggested calendar for a special election is produced at the end of this Chapter.

1.14.2.1 Date for Special Election

- You will note from the calendar that you are allowed 11 weeks to hold a special election. You will need to budget your time carefully, particularly to accommodate advertising. This is especially important for municipalities that normally advertise in weekly newspapers.
- Council must meet within four weeks of the date of the vacancy to set

the date for a special election [s. 13(1)].

- If a special election is required because of a failure to nominate sufficient candidates at the regular election, the returning officer must notify the clerk, who can ask the outgoing council (or school board) to set a date for the special election as soon as possible. In the case of insufficient candidates nominated for a school board election, more than one municipality may have to be contacted.

- If there is no regular meeting of council scheduled in the four week period, then a special meeting must be called for that purpose.

- The date for the special election must be on a Saturday, not more than 11 weeks after the meeting of council (or school board) at which the date was set [s. 13(2)].

- For special elections, nomination day is the fourth Tuesday before ordinary polling day [s. 54(4)].

1.14.2.2 Returning Officer for Special Election

- Special elections for council are conducted by the municipal returning officers.

- For vacancies on the school board:

    - If the vacancy is in an electoral district covering one municipality, the secretary of the school board should contact the municipality concerning the municipal returning officer who will act as the returning officer for the special election.

    - If the vacancy is in an electoral district covering more than one municipality, there must be agreement between the municipal returning officers involved to administer the special election for the school board [s. 5]. The secretary of the school board should contact the municipalities concerning the municipal returning officer who will act as the returning officer for the special election. Generally, it would be expected that the returning officer who conducted the regular school board election would conduct the special election.

    - A school board does have the option, however, to administer the special election using its own returning officer [*Education Act*, s. 48(3)].

1.14.2.3 List of Electors

- For a special election, the returning officer has the same choices for preparation of a list of electors as is available for a regular election [s. 30(2)]. Review Section 4.1.4 of this Part.

- It is not necessary that council approve the choice of the list of electors.

- These lists function as preliminary lists, and are revised in the same manner as the preliminary lists are revised during a regular election [s. 30(3)].

1.14.2.4 Nominations

- There are some differences in procedure for nominations in special elections:

  - Nomination day for a special election for council or school board (with the exception of the position of mayor) is the fourth Tuesday preceding ordinary polling day [s. 13(3)].
  - If the vacancy to be filled is that of a mayor, nomination day is the fifth Thursday preceding ordinary polling day [s. 13(4)].

- If a councillor files nomination papers to run for mayor, then the councillor's seat becomes vacant [s. 18(7)].

- To fill the vacancies for mayor and councillor at the same special election, there are only 5 days between their respective nomination days, namely, fifth Thursday (for mayor) and the fourth Tuesday (for councillor) preceding ordinary polling day.

- No member of a school board is qualified to run for a municipal council office during a special election [s. 18(2)].

1.14.2.5 Notices

- The same notices must be placed for a special election as for a regular election. The following notices must be published:

  - advertising the revision of the list of electors
  - advertising the special election, and requesting nominations
  - advertising the election

  - advertising the advance poll

- Where possible, these notices can be combined. Because there is a shorter time frame to place these advertisements in the special election calendar, especially when weekly newspapers are used, it may not be possible to adhere strictly to the requirements of the *Municipal Elections Act*.

- When advertising for the special election for the mayor, the returning officer should mention in the advertisement that:

  - a councillor would create a vacancy by running for the mayor's seat, and
  - where such a vacancy occurs, the nomination date to fill the councillor seat at the same special election would be on the fourth Tuesday preceding ordinary polling day.

1.14.2.6 Advance Poll

- The requirements for advance polls are the same for special elections as for regular elections.

- There must be two advance poll days [s. 2(1)(a)]:

  - the first advance poll must be fixed by council to be either on Thursday, 9 days before ordinary polling day or on Saturday, 7 days before ordinary polling day
  - the second advance poll is mandatory and must be held on Tuesday, 4 days before ordinary polling day

MUNICIPAL ELECTIONS ACT

SPECIAL ELECTION CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
62	61	60 Council sets date and approves list	59	58	57	56
55	54	53	52	51 Earliest date for 1st ad for nominations for Mayor (Could include revision notice)	50	49
48	47	46 Earliest Date for 1st ad nominations for council or school board (could include revision notice)	45	44	43	42
41	40	39	38	37 Latest date for 2nd ad for mayoralty nominations (could include revision notice); begin to receive nominations for Mayor by appointment	36	35
34	33	32 Latest Date for 2nd ad for nomination for council or school board; begin to receive nominations by appointment	31	30 Nomination day for Mayor	29	28
27	26	25 Nomination day for council or school board	24	23	22	21
20	19	18	17 Latest date to publish 1st ad for notice of poll and advance poll (Weekly)	16	15	14
13	12	11	10 Latest date for 2nd ad for notice of poll and advance poll (for Thursday advance Poll)	9 Possible Advance Poll	8 Latest date for 2nd ad for advance poll and notice of poll (for Sat. advance poll)	7 Possible Advance Poll
6	5	4 Advance Poll	3	2	1	0 Ordinary Polling Day
+1	+2	+3 Official Addition	+4	+5	+6	+7

Posting and revision and advertising of preliminary list of electors can occur any time between the date of council resolutions and the date of nomination. There need to be 2 ads about revision, but the dates for the ads are not specified.

PART TWO

SCHOOL BOARD ELECTIONS

INFORMATION FOR
MUNICIPAL AND SCHOOL BOARD
RETURNING OFFICERS

CHAPTER 1

GENERAL INFORMATION

Section 2.1.1 - School Board Returning Officers

2.1.1.1 Appointment

- The *Education Act* [s. 48] places responsibility for school board elections on municipal returning officers.
- Where a school board electoral district contains the whole or part of more than one municipality, the municipalities concerned must designate one of their returning officers to be the returning officer for that electoral district [*Municipal Elections Act*, s. 5].
- The same provisions apply to the election of CSAP and of the African Nova Scotian members. One of the municipal returning officers in each CSAP electoral district or electoral district for the election of an African Nova Scotia member must act as the returning officer for that electoral district. It may be less cumbersome if this person is also the returning officer for the regional or district school board elections, although that may not always be possible.
- There is no specified procedure on how municipalities in a school board electoral district are to designate the returning officer for the school board elections. However, if they fail to agree, the Minister of Service Nova Scotia and Municipal Relations will designate one of their returning officers to be the returning officer for the school board election [*Municipal Elections Act*, s. 5].
- There is an exception to these rules. Where there is a special election for a school board vacancy, the school board itself may conduct the election if the Minister of Education agrees [*Education Act*, s. 48].
- **A description of the school board electoral districts is in Appendix "I".**

2.1.1.2 Oath or Affirmation of Office

- No additional oath or affirmation is required for a municipal returning officer conducting a school board election.

2.1.1.3 Duties of School Board Returning Officer

- Responsibilities of the school board returning officer (including the returning officer for CSAP and the African Nova Scotian member of the regional/district school board) include:
  - taking nomination papers for school board candidates
  - printing school board ballots and delivering them to the appropriate municipal returning officers for inclusion in the polling station supplies
  - arranging for the counting of school board ballots from polls where fewer than 10 electors voted for school board
  - conducting the official addition of the votes for the school board candidate(s). See Chapter 7 of this Part
  - deciding on the disposition of the deposit for school board candidates

Section 2.1.2 -

Co-ordination of Effort Between School Board Returning Officer and Other Municipal Returning Officer(s) in the School Board Electoral District Required

- In areas where the school board electoral district encompasses two or more municipalities, the person designated to be the school board returning officer for any of the school board elections must receive the co-operation of his/her counterparts in the electoral district.

- There are significant challenges in administering elections that span a number of municipal units. All returning officers with a role in the election must carefully coordinate their efforts. Anything less than full co-operation could lead to serious problems at the polls on election day.

2.1.2.1 Co-ordination Checklist

- The school board returning officer must obtain the following from the other municipalities in the electoral district:

  - A copy of both their **preliminary and final lists of electors**, so that the nominators of candidates can be checked if they do not reside in your municipality, and the final voter lists can be made available to the candidates once nominated.
  - The amount of their **nomination deposit**, if any. The deposit that must be charged to the school board candidates is the largest amount charged by any municipality in the school board electoral district.
  - Assistance with choosing a **ballot colour** for the school board election.
  - **Election night contact information** so that the municipalities in the school region can contact you with results.
  - **Co-ordination of effort to transport any uncounted ballots on election night** to the school board returning officer for subsequent counting.

- If you are the returning officer for CSAP, be sure to contact any CSAP schools in the electoral district to encourage their families to participate in the election.

- Municipal returning officers in the electoral district concerned should assist in encouraging school board candidates to be officially nominated as early as possible and not to wait for nomination day.

2.1.2.2 Advertisements

- The school board returning officer and the municipal returning officers must co-ordinate the provision of contact information and candidate information after nomination day to include with the municipal election advertisements.

- Each municipal nomination advertisement must identify the school board returning officer(s) for the electoral district(s) that encompasses the municipality, so that potential candidates knew who to contact to obtain nomination information.

- Local knowledge of newspaper deadlines is an asset in this situation.

CHAPTER 2

SCHOOL BOARD ELECTED OFFICES

Section 2.2.1 - Regional or District School Board Members

- The Province is divided into seven regional or district school board areas, which are in turn divided into "electoral districts" for the election of school board members. The boundaries of school board electoral districts are determined by the Utility and Review Board, in the same way as municipal polling districts are determined. **See Appendix "I" for details.**

- School board electoral districts are large. In most cases, they contain two or more municipal polling districts, and a number of them contain polling districts from more than one municipality.

    - For example, Polling Districts 1, 2, 10 and 12 of the Municipality of the County of Annapolis and the Town of Middleton together make up Electoral District 1 of the Annapolis Valley Regional School Board.

- With three exceptions (all in one school board), regional and district school boards have one member per electoral district.

Section 2.2.2 - African Nova Scotian Member of the Regional/District School Boards [*Education Act*, s. 42A]

- The *Education Act* requires each regional or district school board (but not CSAP) to have one African Nova Scotian representative, in addition to the members elected from the individual electoral districts (called "district members" in these materials).

    - For example, all the electoral districts within the jurisdiction of the Annapolis Valley Regional School Board, which encompass 11 different municipalities, would have ballots for the same candidates for the African Nova Scotian member.

- This member is elected at large across the entire school district or school region by African Nova Scotian electors in the school district or school region.

- African Nova Scotian electors have the option of voting for either the regional or district school board member or the African Nova Scotian member, but not both. There are separate ballots for the African Nova Scotian and the regional or district school board candidates.

Section 2.2.3 -
Member(s) of the *Conseil scolaire acadien provincial* (CSAP)

- The CSAP is the French-first-language school board in Nova Scotia, and it has jurisdiction throughout the province [*Education Act*, s. 11].

- CSAP has 9 electoral districts established by the Utility and Review Board. There are a total of 17 members: 3 electoral districts have 3 members each, 2 have 2 members each, and the remaining 4 have 1 member each.

- All municipalities are in a CSAP electoral district.

    - For example, Halifax Regional Municipality and the Municipality of the County of Inverness are each separate electoral districts for CSAP. All municipalities in the Counties of Kings and Annapolis, and in the District of Hants West, are in the electoral district of Greenwood for CSAP.

- At election, the names of the CSAP candidates for the electoral district appear on one ballot and entitled CSAP electors can vote for as many candidates as there are members to be elected from the district.

- Electors who are entitled to vote for CSAP have the option of voting for either the regional or district school board member, but not both.

CHAPTER 3

QUALIFICATIONS TO ELECT SCHOOL BOARD MEMBERS

- An elector can vote for only one school board office in an election [*Education Act*, s. 49(2)].

- An elector who votes for either the African Nova Scotian member of the regional/district school board or CSAP or for the local member of the regional/district school board at the regular school board election can vote in a subsequent special election for another school board office, provided that the elector is qualified to vote for the office.

    - For example, if an elector voted for the CSAP candidate at the regular election, and there was subsequently a vacancy for the local member of the regional/district school board that required a special election, that elector is entitled to vote in the special election.

- **Specific legislative references to the qualifications to vote and to run for the respective school board offices are found in Appendix "B".**

Section 2.3.1 - Qualifications of Regional/District School Board Electors

- All electors qualified to vote for municipal council are qualified to vote for the regional or district school board members (except the African Nova Scotian member) [*Education Act*, s. 48(1)].

- An elector may be qualified to vote for school board even if not qualified to vote municipally because of moving between municipalities but within the school board district within 3 months preceding election day.

Section 2.3.2 -

Qualifications of African Nova Scotian Member of the Regional/District School Board Electors [*Education Act*, s. 42A]

- An "African Nova Scotian" elector is defined in the *Education Act* (s. 42A(1)(b)) as a person who is a qualified elector and is

  (i) an African Nova Scotian or a black person, or
  (ii) the parent of an African Nova Scotian.

- A "parent" in this context includes a guardian and a person acting in *loco parentis* to a child [*Education Act*, s. 3(1) (t)].

- At election, the elector is not required to take an oath or to make an affirmation to attest that he/she is a qualified African Nova Scotian elector. The elector's request for an African Nova Scotian ballot is confirmation that the elector is qualified to vote for an African Nova Scotian candidate. [*Education Act*, s. 42A(5)(c)].

- There can be no challenge at the polls of the qualifications of an African Nova Scotian elector [*Education Act*, s. 42A(5)(c)].

- An African Nova Scotian elector who votes for an African Nova Scotian candidate at a regular election may vote for any other candidate at a special election following the regular election [*Education Act*, s. 42A(11)].

Section 2.3.3 -

Qualifications of *Conseil scolaire acadien provincial* (CSAP) [*Education Act*, s. 13]

- A qualified elector who is an "entitled person" may choose to vote for CSAP.

- An "entitled person" is defined in the *Education Act* [s. 2(h),(i)]as a person:

  - who is a Canadian citizen and,
  - whose language first learned and still understood is French, or
  - who received his or her primary school instruction in Canada in a French-first-language program, or
  - of whom any child has received or is receiving primary or secondary school instruction in Canada in a French-first-language program.

- For clarity, a French-first-language program is a school program in which the first language of instruction is French, and in which English is taught, but does not include a French immersion program [*Education Act*, s. 2(k)].

- At election, an entitled person is not required to take an oath or make an affirmation that the person is an "entitled person". The elector's request for the CSAP ballot is confirmation that the elector is an "entitled person" [*Education Act*, s. 13(3)(c)].

- There can be no challenge at the polls to the qualifications of a CSAP elector [*Education Act*, s. 13(3)(c)].

- An entitled person who votes for a CSAP candidate at a regular election may vote for any other candidate at a special election following the regular election [*Education Act*, s. 13(2A)].

Section 2.3.4 -
Electors Who Move in the Three Months Preceding Ordinary Polling Day

- A person who moves within 3 months before ordinary polling day from one municipal unit to another municipal unit, but who remains within the boundaries of a school region or school district is eligible to vote in the school board election.

- In such a case, the elector would go to the polling station where he/she resides on ordinary polling day and be sworn in using Form 31A, to vote for school board only (regional or district school board, including African Nova member electors), or Form 31B, for CSAP electors.

CHAPTER 4

CANDIDATES FOR SCHOOL BOARD ELECTIONS

Section 2.4.1 - Qualifications to Run for School Board

- Under the *Education Act* [s. 46 (1)], a candidate is qualified to be elected as a school board member, if the candidate:
    - is a Canadian citizen of the full age of 18 years at the time of nomination;
    - has been ordinarily resident in the school district or school region or in an area annexed to the school district or school region for a period of 6 months preceding nomination day, and continues to so reside; and
    - is not disqualified pursuant to the *Education Act*.

- The following are disqualified under the *Education Act* [s. 46(2)] from running or serving as a members of a school board:
    - a member of the House of Commons or Senate of Canada;
    - a member of the House of Assembly;
    - a member of another school board;
    - a judge of the Nova Scotia Court of Appeal, the Supreme Court of Nova Scotia or the Provincial Court of Nova Scotia;
    - a person who would be a member of a school board and a member of the council of a municipality at the same time. This precludes a person from running for both council and the school board in the same election. It also precludes an elected councillor from running for school board membership in a special election. (Subsection 18(2) of the *Municipal Elections Act* precludes a school board member from being a candidate in a special election for a council seat);
    - a person who accepts or holds office or employment in the service of the school board. This applies to a board for which the person works. An employee of one school board may run for office in another school board;
    - a person who has been convicted of any corrupt practice or bribery contrary to the *Municipal Elections Act* within the ten years preceding nomination day; or
    - a person who has been disqualified from any office pursuant to the provisions of the *Municipal Conflict of Interest Act* or the *Municipal Elections Act* and the period of disqualification has not expired.

Section 2.4.2 -
Qualification for African Nova Scotian Member of the Regional/District School Board

- In addition to meeting the general qualifications for running for school board office, a candidate for African Nova Scotian member must be an "African Nova Scotian", within the meaning of s. 42A of the *Education Act*. **See Appendix "B" for the legislative reference.**

- The candidate attests to this qualification in the oath or affirmation of a candidate in the nomination paper (Form 11C).

Section 2.4.3 -
Qualification for Member of *Conseil scolaire acadien provincial* (CSAP)

- In addition to meeting the general qualifications for running for school board office, a CSAP candidate must be an "entitled parent" or "entitled person" within the meaning of sections 3(h), (i) and (t) of the *Education Act*. **See Appendix "B" for the legislative reference.**

- The candidate attests to this qualification in the nomination paper (Form 11B).

- Note that the "school region or school district" for CSAP is the entire province, so that as long as a person has resided in the Province for 6 months preceding nomination day, he/she would meet the residency requirements to run for CSAP.

Section 2.4.4 -
Nomination of School Board Candidates

- Review the nomination procedures section (Section 1.5.2) in Part 1 of this Handbook.

- The qualifications to run for district member of a regional/district school board also apply to both the African Nova Scotian members of the school boards, as well as to the members of CSAP. Additional requirements noted in this Section must also be met by these candidates.

- The deposit required for a school board candidate is the highest deposit charged in the electoral district of the school region or district in which the candidate is running.

- No tax certificate is required for school board candidates.
- Where the school region or district covers a number of municipalities, returning officers for the election of the African Nova Scotian member or the CSAP member should encourage candidates to file early, to be sure that the names of the nominators can be checked on the list of electors.
- It may not be practical in some cases for the candidate or the returning officer to travel long distances to do nomination paper work. To overcome this, official agents sometime file nomination papers on behalf of such candidates.
- CSAP or African Nova Scotian candidates should also be encouraged to inform potential supporters to identify themselves as entitled when they go to the polls. This would greatly help to streamline the process and make for smoother election administration.
- Where the school region or district covers a number of municipalities, the returning officer will need to get access to the lists of electors which show the nominators, as well as to have the lists of electors to provide to candidates once their nomination papers have been accepted (including the candidates for African Nova Scotian member of the regional/district school board and for CSAP).

2.4.4.1 Candidates for Member of Regional/District School Boards

- School board member candidates are nominated using Form 11A.
- Electors who nominate the candidate must appear on the voter's list in a municipality in the school region/district, and be qualified to vote for the candidate. The nominators must reside in the electoral district where the candidate is running.

2.4.4.2 Nomination of Candidates for African Nova Scotian Member of the Regional/District School Board

- African Nova Scotian members of the regional/district school boards are nominated using Form 11C.
- The deposit required for the African Nova Scotian candidate is the highest deposit charged by a municipality in the school region.

- The nominators must:
    - reside in the school district or school region and be on the list of electors for one of the polling districts within the district or region, and
    - be "African Nova Scotian electors", within the meaning of the *Education Act.* For the nominators, this is evidenced by signing a statement on the nomination paper, indicating that they are "African Nova Scotian electors".

2.4.4.3 Nomination of Candidates for CSAP

- CSAP members are nominated using Form 11B. Note that Form 11B is available in both English and French.

- The nominators must:
    - reside in the electoral district and be on the list of electors for one of the polling districts within the electoral district, and
    - be "entitled persons" within the meaning of the *Education Act.* For the nominators, this is evidenced by signing a statement on the nomination paper to that effect.

Section 2.4.5 -
Post-Nomination Responsibilities

- Inform the secretary of the school board of the names of the candidates that are running in the electoral district, so that the secretary will have the information for the board's purposes, including knowing who has to file Financial Disclosure Forms.
- If there is an acclamation in the school board electoral district, so inform the secretary of the school board.

- If insufficient numbers of candidates have been nominated, inform the secretary of the school board. A special election to fill the vacancy will be required.

- Inform each municipal returning officer in the school board electoral district of either the candidates nominated or the fact that there has been acclamations or insufficient candidates, so that each municipality can place the information in their respective election notices.

CHAPTER 5

ELECTION SUPPLIES FOR SCHOOL BOARD ELECTIONS

- Municipal returning officers must ensure that there are sufficient supplies and personnel on hand to take the school board vote.

- Remember, it can be a big challenge for the school board returning officers to organize the distribution and retrieval of the school board election materials, particularly ballots, especially over a vast geographic area.

Section 2.5.1 - Ballots

- The school board returning officer is responsible for the printing of the school board ballots which will be supplied to all municipalities in the electoral district.

- Consult with the other returning officers in the electoral district to determine what colour the ballot will be. Decide early, so that the other units can get their ballot colours established.

- Review Section 1.6.2 of Part 1, which describes the printing of ballots. The same rules apply to the printing of school board ballots. If there is more than one municipality in the school board district, it is not necessary for the back of the ballot to show the names of the different municipal units in the district. Instead, identify the electoral district.

    - For example, using the example of Electoral District 1 of the Annapolis Valley Regional School Board, which contains 4 districts of the Municipality of the County of Annapolis and the Town of Middleton, the back of the school board ballot would be identified simply as "Electoral District One, Annapolis Valley Regional School Board".

2.5.1.1 How Many Ballots to Print?

- Confirm with each municipal returning officer in the electoral district the number of ballots required for their polling stations.

- Returning officers for regional or district school board member district elections follow the same rules concerning the number of ballots to be printed for each polling station, namely, at least 10% more ballot papers than there are electors on the final list of electors for that polling station [s. 68].

- In some polling divisions, there will be many electors interested in voting for the African Nova Scotian candidates or for the CSAP candidates. Possibly these divisions or districts can be identified in advance.

- For returning officers for the African Nova Scotian and CSAP members, the number of ballots to be supplied to each municipality in the school region or school district should be determined by:

  - consulting the municipal returning officer(s)
  - consulting the Department of Education
  - consulting current CSAP or African Nova Scotian member contacts
  - reviewing voting patterns in the 2000 election
  - drawing on your own knowledge about concentrations of electors who may be interested in voting for the African Nova Scotian member or for CSAP.

- At a minimum, sufficient ballots must be provided to each municipality that will ensure that a book of 25 ballots is available at each polling station.

- Remember, ballots are not that costly to produce and will be paid for by the regional or district school board or CSAP. It is crucial that sufficient ballots be on hand, and it is best to err on the side of providing too many ballots rather than too few.

2.5.1.2 Delivery of Ballots

- Once the school board ballots are printed, school board returning officers are responsible for delivering them securely to municipal returning officer(s), who will then include them in the supplies for each polling station.

- Municipal returning officers in the school board electoral district must work closely with the school board returning officer to ensure that the school board ballots arrive safely to each municipal unit.

Section 2.5.2 -
Other Supplies

- Municipal returning officers are responsible for the other supplies for the school board election in their municipalities:
    - tally sheets
    - statements of poll
    - envelopes for the ballots once counted

- Be sure to remind the municipal returning officers in the electoral district to have envelopes and statements of poll in Form 34A in case there are fewer than 10 electors who vote at a polling station, and the ballots must be transported to your office for counting.

- French translations of the forms relating to CSAP will be available at the back of the office consolidation of the *Municipal Elections Act*. The relevant translations should be copied and given to DROs for use on polling day where CSAP elections are taking place.

- The forms may be completed and filed in either English or French.

CHAPTER 6

ELECTION DAY AND THE SCHOOL BOARD ELECTIONS

Section 2.6.1 -
Communication Plan Required

- There has to be a good communication plan in place between the school board returning officer and the returning officers of the municipalities in the school board electoral district in order to:
  - provide the results of the count for the municipality, including informing the school board returning officer of how many polls have fewer than 10 ballots, and will be transferred to the school board returning officer for counting, and
  - respond to any problems that might occur on election day.

- School board returning officers must provide a telephone number to the other municipal returning officers in the school board electoral district for their use during the day and to report the results following the count.

Section 2.6.2 -
Counting the School Board Ballots

- In order to protect the integrity of the election results and the identity of voters, the legislation provides that the ballots for a school board office are only counted at the polling stations on election night if there are 10 or more ballots for the school board office at the polling station.

2.6.2.1 Procedure Where More than 10 Voted for a School Board Office at the Polling Station

- Where there are 10 or more ballots for a school board office, they are counted at the polling station. See Part 4 of this Handbook for details.

2.6.2.2 Procedure Where Fewer than 10 Voted for a School Board Office at the Polling Station

- In this case, the ballots are **not counted** at the polling station, but are transferred to the school board returning officer when the polls close [s. 123A]. This rule is to protect the privacy of the vote.

- See Part 4 of this Handbook for details on how the ballots are to be secured for transfer.

- The ballots from the individual polling stations are taken by the DROs to the municipal returning officer, who must in turn securely transfer them to the school board returning officer to be counted.

- It is of utmost importance that the ballots must be transferred to the school board returning officer securely and in a timely way. If it is not possible, because of distance, for the returning officer for the school board election to receive all the ballots that need to be centrally counted on election night itself, the counting may need to be postponed to the next day. Since this day is a Sunday, the count can be postponed to no later than Monday.

- School board returning officers must inform the candidates of when and where the count is to occur, so that they can be present or send a representative.

2.6.2.3 Conducting the Count of the Ballots from Polling Stations Where Fewer than 10 Electors Voted

- The school board returning officer appoints a counting officer to count the ballots that have come from the polling station(s) where fewer than 10 electors voted.

- In the presence of candidates and agents who are present, the counting officer opens all the envelopes containing the uncounted ballots, intermingles the ballots, then proceeds to count them.

- A tally sheet should be provided to each person present.

- The count then proceeds in accordance with the procedures in Part 4 of this Handbook, Guidelines for Deputy Returning Officers and Poll Clerks.

2.6.2.4 Completing the Statement of Poll

- Once the count of the ballots is finished, the counting officer completes the statement of poll in either Form 44 (one school board member to be elected) or Form 45 (more than one school board member to be elected).

- The statement of poll can also be signed by witnesses who wish to do so.

- Once the statement of poll is signed, the counting officer affixes to it the partial statements of poll completed at each polling station, and provides it to the school board returning officer.

- The ballots, along with the endorsed envelopes from each polling station, are sealed in an envelope. The counting officer and any of the witnesses present can sign across the seal in such a way that the envelope cannot be opened without disturbing the signatures.

- The school board returning officer can then declare the unofficial results of the school board election.

- The secretary of the school board should be informed of the result.

CHAPTER 7

OFFICIAL ADDITION AND DECLARATION OF ELECTION OF SCHOOL BOARD CANDIDATES

Section 2.7.1 -
Official Addition of the Votes

- It is the responsibility of the school board returning officer to conduct the official addition of the votes of the school board election.
- The official addition is conducted in the same way as the official addition of the municipal candidates. Review Chapter 10 of Part 1.
- Following the official addition, the school board returning officer completes a recapitulation sheet for the school board election. Review Chapter 10 of Part 1.

Section 2.7.2 -
Declaration of Election of School Board Candidates

- School board candidates are sworn in accordance with s. 50 of the *Education Act*.
- Report the successful candidate to the secretary of the school board, after the time for application for a recount has expired.

Section 2.7.3 -
Refund of the Nomination Deposit

- It is the responsibility of the school board returning officer to decide on the disposition of the nomination deposit of school board candidates [s. 5(3)].
- The school board returning officer must receive the candidates' affidavits in Form 12, along with any copies of the lists of electors in their possession, within 7 days of ordinary polling day.

- The refund of the deposit is based on the same formula and rules as is established for the council candidates. Review Chapter 13 of Part 1.

CHAPTER 8

GUIDE FOR SCHOOL BOARD BALLOTS TO BE ISSUED

- Where there is an election for the **African Nova Scotian member of the regional/district school board combined with an election for the district member of the regional/district school board**, the elector must indicate which ballot for school board he/she chooses. Refer to Script #1. After indicating a choice, the elector is given the appropriate school board ballot.

- Where there is an election for **CSAP combined with an election for the district member of the regional/district school board**, the elector must indicate which ballot for school board he/she chooses. Refer to Script #2. After indicating a choice, the elector is given the appropriate school board ballot.

- Where there is an election **for both CSAP and the African Nova Scotian member of the regional/district school board, combined with an election for the district member of the regional/district school board**, the elector must indicate which ballot for school board he/she chooses. Refer to Script #3. After indicating a choice, the elector is given the appropriate school board ballot.

- Where the **district member of the regional/district school board is acclaimed, but there is an election for either the African Nova Scotian member of the regional/district school board or for CSAP, or both**, the elector must indicate whether he/she wants to vote for one of the two school board offices. Script #3 can be used, but unless the polling station is in an area where there are a number of electors who may wish to vote for one of these two offices, do not expect many electors to choose one of these two ballots.

Suggested Scripts to Assist with Ascertaining the Elector's Choice of School Board Ballot

Script #1: An Election in the Polling District for both Regional/District School Board (district member) and the African Nova Scotian Member of the Regional/District School Board

- The poster which describes the qualifications to vote for the African Nova member of the regional/district school board should be in a location where it is easily visible to the electors entering the polling station, prompting them to request the ballot for the African Nova Scotian candidates when they approach the DRO.
- If the elector does not request either school board ballot, ask the elector which of the two school board ballots he/she chooses.
- If the elector does not request either ballot after being asked to choose, direct the elector to the poster which describes the qualifications to vote for the African Nova Scotian member and, after giving the elector an opportunity to review the information on the poster, ask the elector to return to the table and to choose one of the two available ballots.
- The elector can decline to vote for any school board office.

Script #2: An Election in the Polling District for both Regional/District School Board (district member) and CSAP

- The poster which describes the qualifications to vote for CSAP should be in a location where it is easily visible to the electors entering the polling station, prompting them to request the ballot for the CSAP candidates when they approach the DRO.
- If the elector does not request either school board ballot, ask the elector which of the two school board ballot he/she chooses.
- If the elector does not request either ballot after being asked to choose, direct the elector to the poster which describes the qualifications to vote for CSAP, and after giving the elector an opportunity to review the information on the poster, ask the elector to return to the table and to choose one of the two available ballots.

- The elector can decline to vote for any school board office.

Script #3: An Election in the Polling District for both African Nova Scotian Member of the Regional/District School Board and CSAP, Combined with an Election for the Regional School Board (district member)

- There will be two posters, one for the African Nova Scotian member election and one for the CSAP election. Both posters should be put up in a location where they are easily visible to the electors entering the polling station, prompting them to request one of these two ballots if they are qualified to vote for one of these two school board offices.

- If the elector does not request one of the three available ballots, ask the elector which of the three school board ballots he/she chooses.

- If the elector does not request any ballot after being asked to choose, direct the elector to the posters which describe the qualifications to vote for the African Nova Scotian member and to vote for CSAP. After giving the elector an opportunity to review the information on the posters, ask the elector to return to the table and to choose one of the available ballots.

- The elector can decline to vote for any school board office.

PART THREE

ENUMERATION PROCEDURES

Note to Returning Officers:

This Guide must be customized for your municipal unit. To reduce confusion, be sure that the enumerators in your municipality are provided with the information necessary for them to conduct the enumeration. For example, if you do not supply an identification badge remove the reference from the Guide that you give them, so there is no confusion.

A copy of the Guide can be e-mailed to you in WordPerfect, which can be altered to suit your municipality.

GUIDE FOR

ENUMERATORS

NOVA SCOTIA

Service Nova Scotia
and Municipal Relations

INTRODUCTION

Duty to Prepare Accurate List of Electors

- Enumeration procedures are laid down in the *Municipal Elections Act.*
- Enumerators have the important responsibility to prepare preliminary lists of electors who are qualified to vote for the council and school board elections in your municipality.
- For 2004, the list of electors will also be used for the provincial Sunday shopping plebiscite.

Important Points to Remember

- Accuracy, thoroughness, and neatness are basic to enumeration. Errors cause needless delays and problems for revisers and other election officials.
- Electors will be irritated if they have to go to revisers to correct enumeration mistakes, or to have their names added by the returning officer in order to vote by proxy or to sign a nomination paper.
- An accurate list of electors is essential for a smooth election on polling day. It reduces frustration at the polls, with few electors to be sworn in to vote.
- The information that you receive is personal information and must not be communicated to other people.

Public Relations

- Your work requires house-to-house visits. You will find it much easier if you are personable and courteous. Be sure to observe at least the following points:
    - Wear your identification badge.
    - Greet people cheerfully.
    - Introduce yourself.
    - Explain that you are preparing the list of electors for the coming municipal

and school board elections, as well as for the provincial Sunday shopping plebiscite (2004).

Enumerator's Supplies

- Check your list of supplies:

    1. a copy of this part of the handbook or other suitable written instructions
    2. your appointment in Form 5
    3. a description of the boundaries of the polling division for which you are to prepare the list of electors (written description, map or both)
    4. stationery
    5. sufficient index sheets for transcribing the elector information
    6. sufficient call back cards
    7. an identification badge
    8. the form for certifying completion of enumeration (Form 7)

ENUMERATION AREA
- A POLLING DIVISION

- A list of electors is prepared for every polling division in the municipality.
- A polling division is a geographic area that contains the number of electors that can conveniently be accommodated at a particular polling station.
- Be sure that you are familiar with the area that you will be enumerating. Look at the description and ask your returning officer for any clarification necessary prior to beginning your work.

ELIGIBILITY TO VOTE

- Each elector that you enumerate to vote in municipal and school board elections must meet the following qualifications:
  - be of the full age of 18 years on ordinary polling day
  - be a Canadian citizen on ordinary polling day
  - have been ordinarily resident in the municipality for a period of three months preceding ordinary polling day

Meaning of "Ordinarily Resident"

- The place where a person is ordinarily resident is defined as follows:
  - For a **married person**, ordinary residence is the place where the person's family lives and sleeps and to which, when away, he/she intends to return; or if the person is living apart from his/her family with the intent to remain so apart from it, then at the place where he/she usually lives and sleeps and to which, when away, the person intends to return, without regard to where he/she takes his/her meals or is employed.
  - For an **unmarried person**, ordinary residence is the place where the person usually lives and sleeps, and to which, when away, he/she intends to return, without regard to where the person takes his/her meals or is employed or where the person's family lives and sleeps.
  - For an **unmarried student having a family home in the Province**, he/she is ordinarily resident where that home is.
- A person cannot be ordinarily resident in a **seasonal dwelling** (defined as a dwelling that is generally occupied only during some or all of the months of May to October, inclusive) unless the person has no other dwelling to which the person could move.

Enumerating a Long-Term Care Facility

- Persons who may be regarded as having a mental illness or a mental disability are entitled to vote.

- If you have a long-term care facility in your polling division, consult the Administrator or other person in charge to determine whether any patients are receiving such long-term treatment as to be regarded as a "resident" in the facility.
- You may consult the Administrator concerning the residents, but you must make the final decision whether or not to include a person on the list of qualified electors.
- Remember that all qualified electors must be able to identify themselves to election officers, and to indicate that they wish to vote. If you have any doubt, resolve that doubt by including the name on the list. If you have any questions, consult the returning officer.

Landed Immigrants and Non-Resident Property Owners Not Qualified

- An elector must be a Canadian citizen in order to vote. Landed immigrants are not qualified to vote in municipal elections until they have obtained Canadian citizenship.
- An elector must be ordinarily resident in the municipality to be able to vote. Property ownership in the municipality does not qualify a person to vote in a municipal election.

House-to-House Visits and Completion of Forms

- You are required to visit each dwelling place in your enumeration area at least twice to get the information from the electors if it's not obtained on your first visit.
- If the information cannot be obtained on your first visit, leave a call-back card indicating when you will return.
- If you cannot get the information after two visits, you can get the information from any other reliable source.
- Make sure that you have not missed any dwelling place in your polling division. Be on the look-out for dwellings that may not be obvious, such as apartments over stores or in back of premises.
- When someone answers the door, briefly outline the qualifications to vote in the municipal and regional or district school board election, i.e. age, citizenship, residency requirements.

- Obtain the names of eligible electors from an adult person, being careful to include all qualified members of the family as well as any roomers and boarders, and members of the household who may be temporarily away.

- Ask for the mailing address of the elector(s), if that is required by your returning officer.

- Ask for and record the birth date of each elector in the household.

    - If the elector is reluctant to provide date of birth information, assure the elector that his/her birth date will remain confidential and will not appear on any printed list of electors. It will not be available to the candidates or to persons working at the polling stations. Explain that it will be used only for verifying if the elector is on the voters list and only if the elector calls to check.
    - If the elector still refuses to provide a date of birth, record the information that is provided.

- Record the civic address of the dwelling, including an apartment number, if applicable.

- When recording information, do not include prefixes, such as Mr., Ms., Dr. with the names collected.

Refusal to be Enumerated

- A person can refuse to be put on the list of electors. Make a note of the address of the individual, and of the fact that the occupant(s) of the dwelling refused to be enumerated, and tell your returning officer.

Preparation of the Index Sheets After Enumeration Complete

- If requested by your returning officer, you must organize the names of the electors alphabetically, by surname, or geographically, by street and civic number.

- The index sheets can be printed by hand.

- Complete the top section of the index sheet to show the polling division number and any other details prescribed.

- Place all members of the same family with the same surname one after the other on the list. Examples:
    - (alphabetical, by surname)
      List all electors beginning with the letter "A". Skip two or three lines before listing those whose names begin with the letter "B". Continue in this manner until all the voters are listed. If you are printing or typing the index sheets, the extra lines left between each group will allow for the addition of names if you discover an error or receive last-minute information.
    - (geographic, by street and civic number)
      List the electors according to their civic address. Sort the street names in the polling division alphabetically, and then by civic number on each street, in ascending order, from the lowest number to the highest number.
- Consecutively number the electors on the list, if your returning officer has requested. Check to make sure that you have not left out or duplicated any names. Count and check the number of names that you have enumerated.
- Complete the Enumerators' Certificate (Form 7) and return all index sheets and other materials to your returning officer.

FORM 6

SECTION 25

INDEX SHEET
(Alphabetical)

* Polling Division (Number, Name or Description) ______________________________

Consecutive Number	**Name** (surname, first name and middle name or initial)	**Address** Civic Address (number, street, community)	**Mailing Address** (if different than civic- include postal code) (if necessary)	**Date of birth** (to be removed from final list of electors)

* Returning Officer to indicate how poll is to be identified

FORM 6A

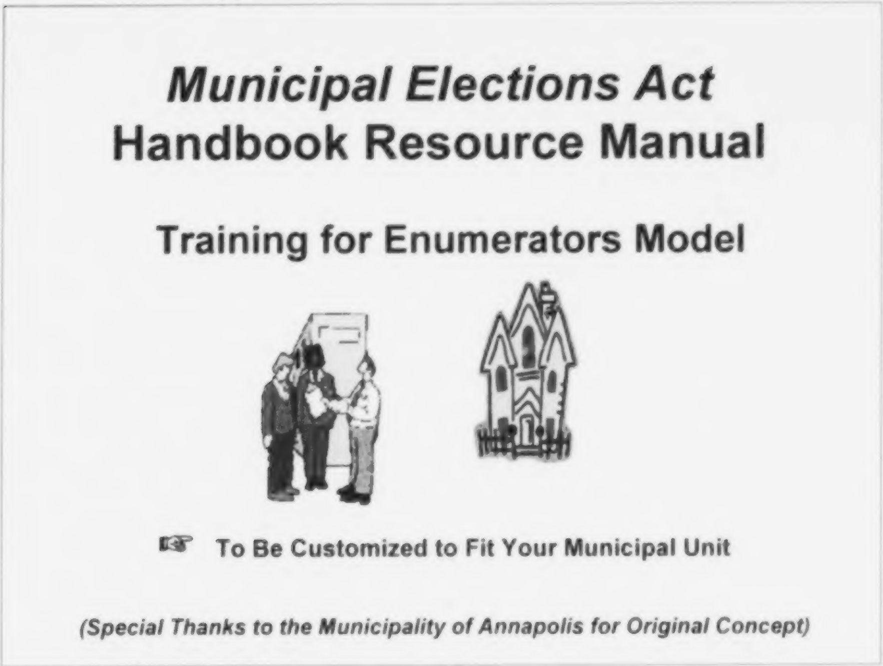
SECTION 25

INDEX SHEET
(Geographic)

* Polling Division (Number, Name or Description) ______________________________

Consecutive Number	Civic Number	Name (surname, given name and middle name or initial)	Mailing Address (if different from civic - include postal code) (if necessary)	Date of birth (to be removed from final list of electors)
(NAME OF STREET/AVENUE/ROAD/HIGHWAY AND COMMUNITY):				
(NAME OF STREET/AVENUE/ROAD/HIGHWAY AND COMMUNITY):				

* Returning Officer to indicate how the poll is to be identified



Municipal Elections Act Handbook Resource Manual

Training for Enumerators Model

☞ **To Be Customized to Fit Your Municipal Unit**

(Special Thanks to the Municipality of Annapolis for Original Concept)

These commentaries are simply suggestions of matters that you might want to bring up during your training session. Each returning officer is responsible for training their enumerators, in order to get the best list of electors possible in the time frame that you are working in, and according to the method that you choose to convert the data collected by the enumerators into the preliminary list of electors.

You must also be guided by any advice from the municipal solicitor concerning qualifications to vote.

The slides themselves must be modified to suit your circumstances. You can add more or less detail, including such things as references to legislation, reprints of your enumeration forms and call-back cards and anything else that will be useful for you.

The slides are in Microsoft PowerPoint. A copy can be provided to you from SNSMR, which you can then customize for your own use.

These slides are based on the work of Jacquie Farrow-Lawrence, RO for the Municipality of Annapolis, to whom we extend our sincere gratitude for her willingness to share the benefits of her experience with her colleagues around the Province.

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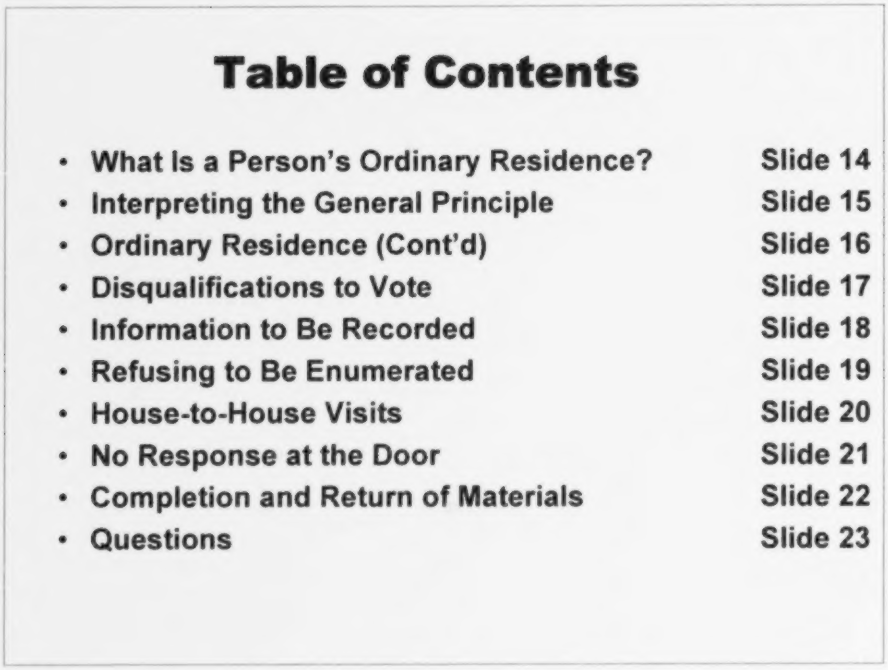

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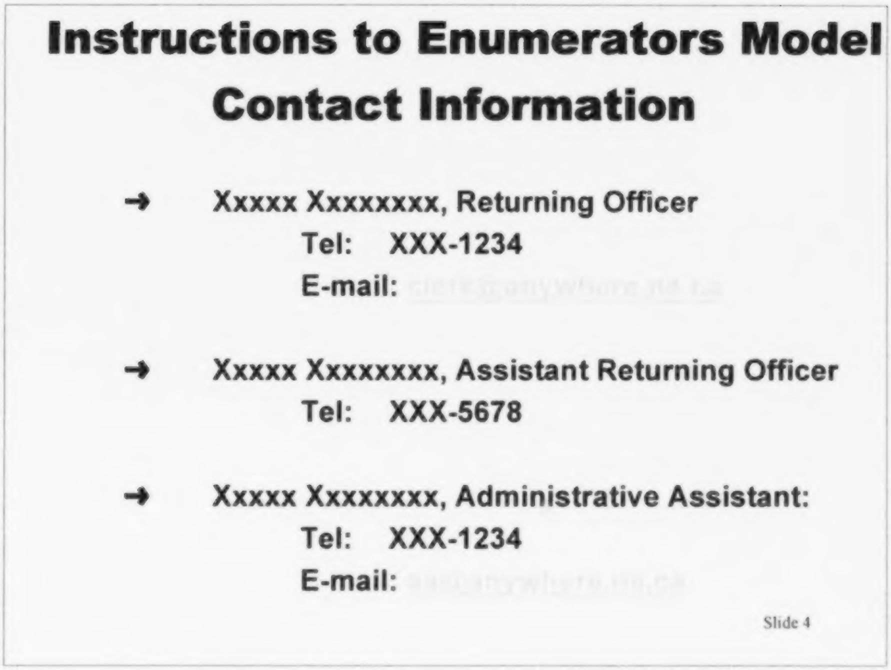
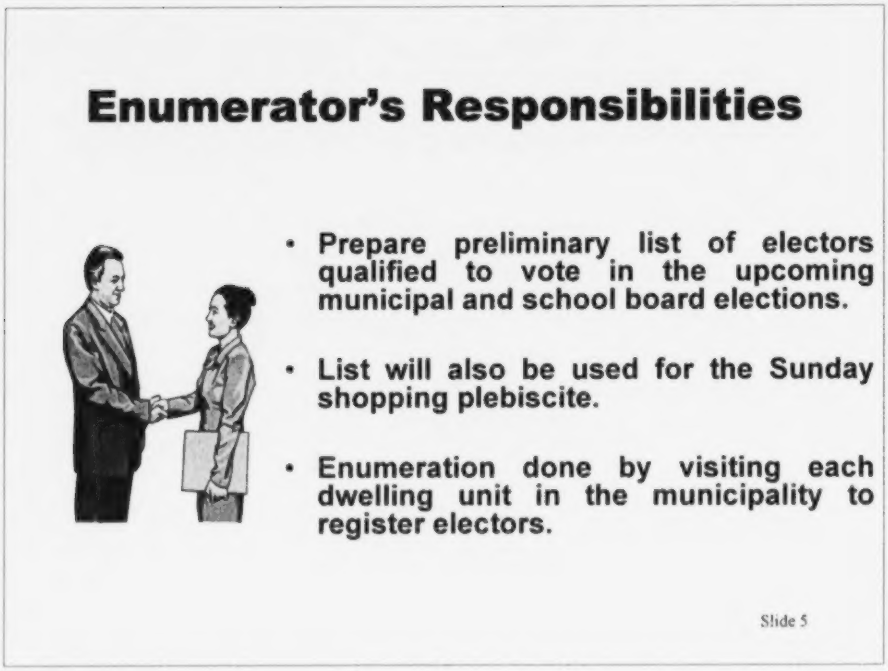


Instructions to Enumerators Model
Contact Information

- **Xxxxx Xxxxxxxx, Returning Officer**
  Tel: XXX-1234
  E-mail: clerk@anywhere.nt.ca
- **Xxxxx Xxxxxxxx, Assistant Returning Officer**
  Tel: XXX-5678
- **Xxxxx Xxxxxxxx, Administrative Assistant:**
  Tel: XXX-1234
  E-mail: [illegible]

Include the names of the individuals that the enumerators will need to deal with when they are doing their work.

Be sure they know who and what numbers to call for any information. Encourage them to call with questions.

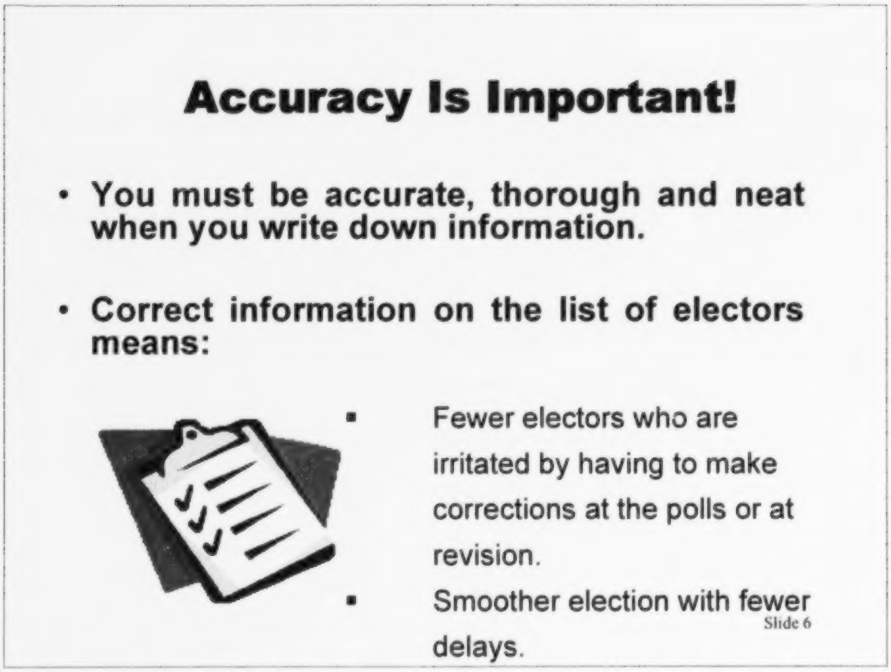


Enumerator's Responsibilities

- Prepare preliminary list of electors qualified to vote in the upcoming municipal and school board elections.
- List will also be used for the Sunday shopping plebiscite.
- Enumeration done by visiting each dwelling unit in the municipality to register electors.

Intended to introduce the concept of enumeration, and explain what is involved in conducting an enumeration.

Also intended to inform the enumerators about what the lists that they prepare will be used for.



Accuracy Is Important!

- **You must be accurate, thorough and neat when you write down information.**
- **Correct information on the list of electors means:**
  - Fewer electors who are irritated by having to make corrections at the polls or at revision.
  - Smoother election with fewer delays.

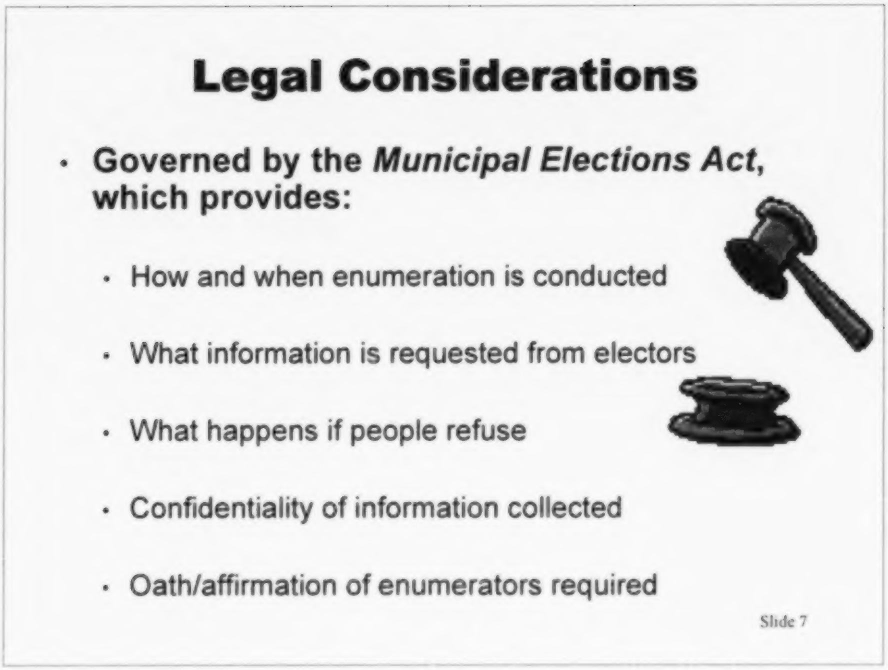
Accuracy - explain the problems of such things as misspellings, transposed civic numbers on a street, or mixing up the month and day in a birth date.

Thoroughness - explain importance of getting all the information that you are seeking, as examples: both the civic and mailing addresses, both names of the elector, any electors who may be temporarily away from home.

Neatness - because other people have to read what the enumerator has written, it is important that they not be confused, or be forced to call the enumerator back in to try to decipher bad writing. Encourage them to print the information.

Explain briefly that if the voter's list is accurate initially, then electors are not delayed at the polls, are not obliged to be revised, and will not be irritated about their voting experience.

Could also mention that if enumeration is badly done, RO has the option of having another enumerator complete the work, and deducting the cost from the enumerator's pay.

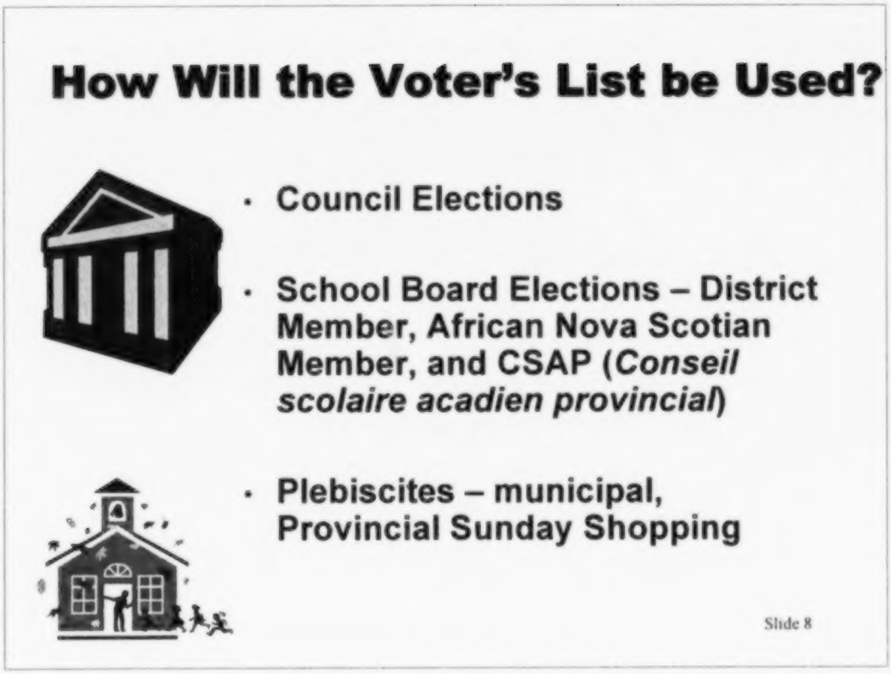


Legal Considerations

- Governed by the *Municipal Elections Act*, which provides:
  - How and when enumeration is conducted
  - What information is requested from electors
  - What happens if people refuse
  - Confidentiality of information collected
  - Oath/affirmation of enumerators required

Intended to provide an opportunity to explain that enumeration is conducted within a legal framework (details will follow in subsequent slides).

Should also mention the confidentiality of the work. The information collected is only to be used for the election, and is not the subject of gossip. Part of their oath is to keep the information that they learn confidential.



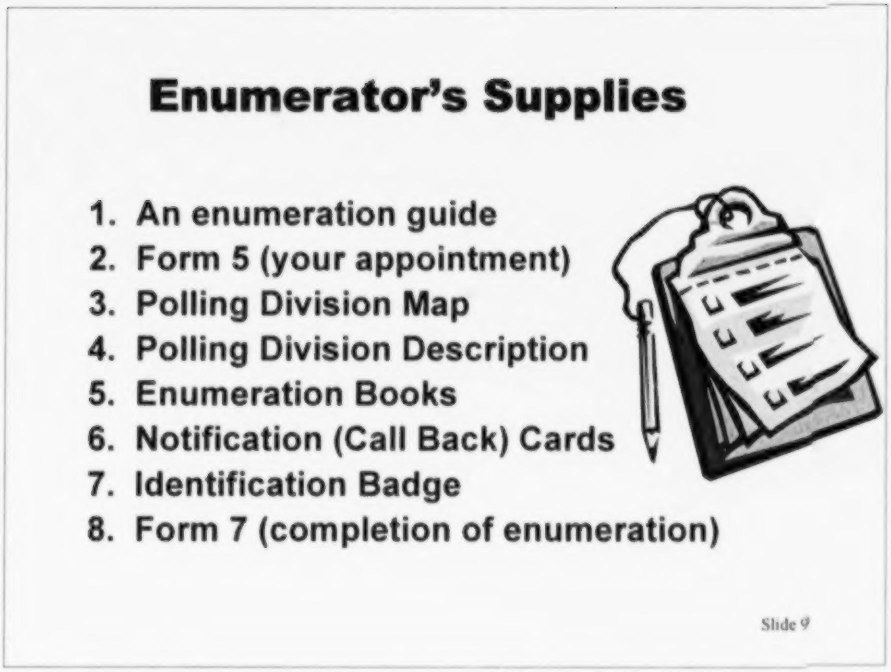
How Will the Voter's List be Used?

- Council Elections
- School Board Elections – District Member, African Nova Scotian Member, and CSAP (*Conseil scolaire acadien provincial*)
- Plebiscites – municipal, Provincial Sunday Shopping

Add a reference to an election for Mayor for those municipalities that have one.

You may know by the time that you are training enumerators whether or not your council has decided on a municipal plebiscite.

Some municipalities may be reluctant to mention the upcoming provincial Sunday shopping plebiscite. It is, however, one of the elections being held in October, and the list of electors will be used for the purposes of the plebiscite.

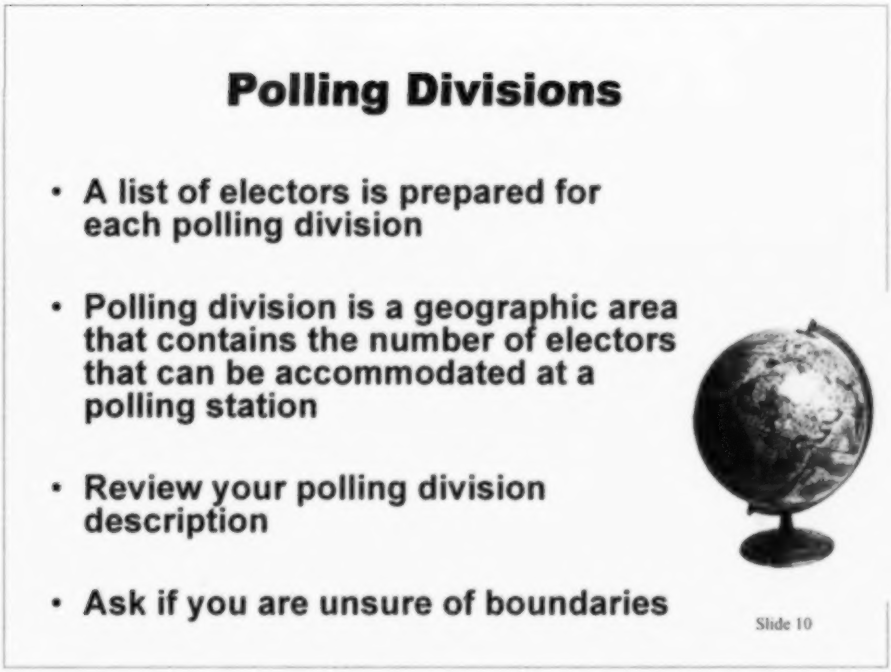


Enumerator's Supplies

1. An enumeration guide
2. Form 5 (your appointment)
3. Polling Division Map
4. Polling Division Description
5. Enumeration Books
6. Notification (Call Back) Cards
7. Identification Badge
8. Form 7 (completion of enumeration)

Customize the list of supplies to explain everything that you are supplying to the enumerators.

Ask them to check that they have everything in their kits. Show each item that they should be looking for.



Polling Divisions

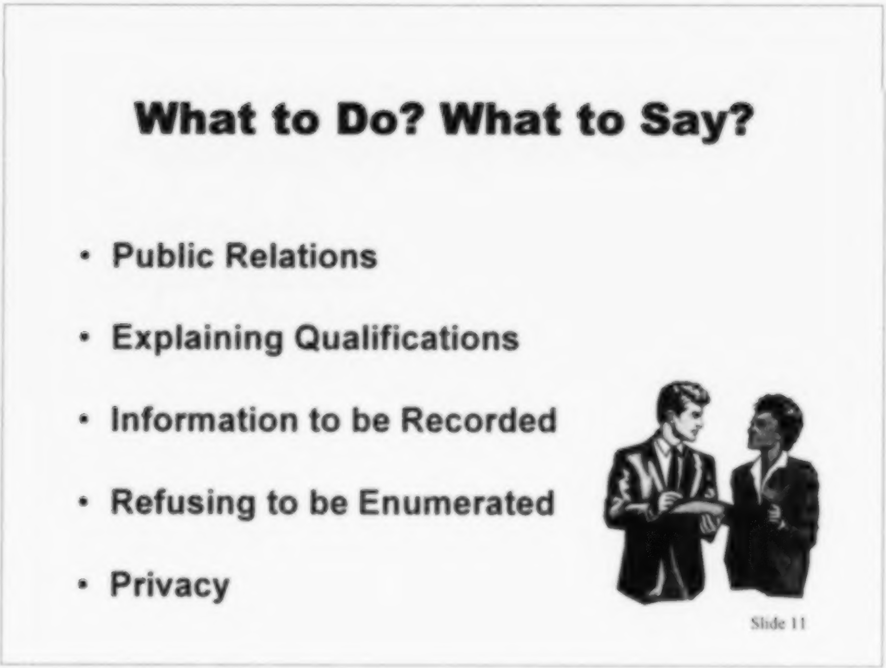
- A list of electors is prepared for each polling division
- Polling division is a geographic area that contains the number of electors that can be accommodated at a polling station
- Review your polling division description
- Ask if you are unsure of boundaries

Explain the concept of polling districts and polling divisions.

Explain the descriptions that are used for the polling divisions in your municipality. Explain the written description and the map, if your municipality uses maps for this purpose.

Mention the problems that are caused if they visit dwellings outside their assigned polling division: public confusion; names ending up on more than one list of electors.

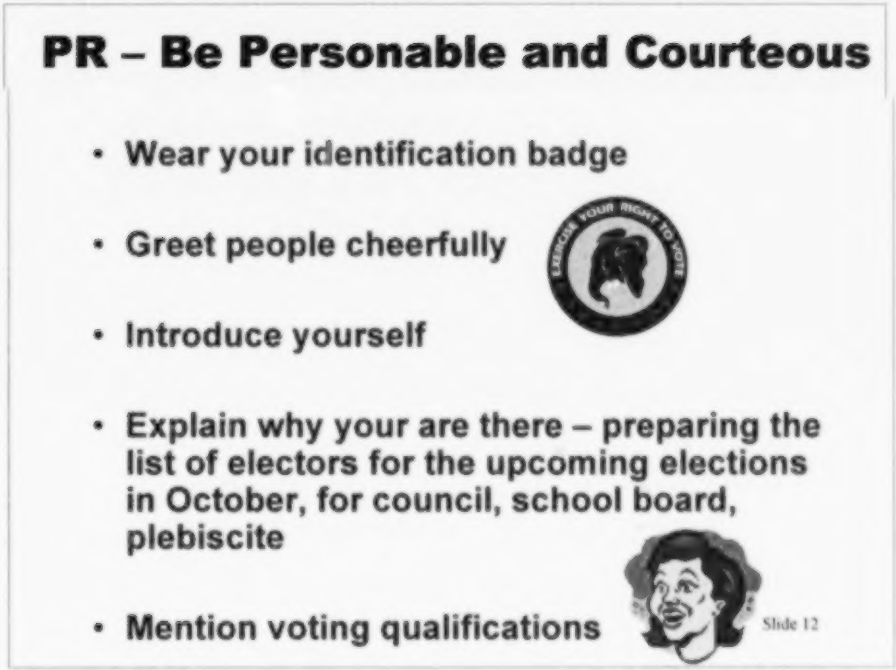
If you think it would be helpful, ask them to review the description with you, or have them compare descriptions with enumerators in neighbouring polling divisions, to resolve any uncertainties about the boundaries of the polling divisions.



What to Do? What to Say?

- Public Relations
- Explaining Qualifications
- Information to be Recorded
- Refusing to be Enumerated
- Privacy

Intended to be an introduction to the topics that will be covered in following slides. Explain that these items are the "nuts and bolts" of collecting the information.


EXERCISE YOUR RIGHT TO VOTE

PR – Be Personable and Courteous

- Wear your identification badge
- Greet people cheerfully
- Introduce yourself
- Explain why your are there – preparing the list of electors for the upcoming elections in October, for council, school board, plebiscite
- Mention voting qualifications

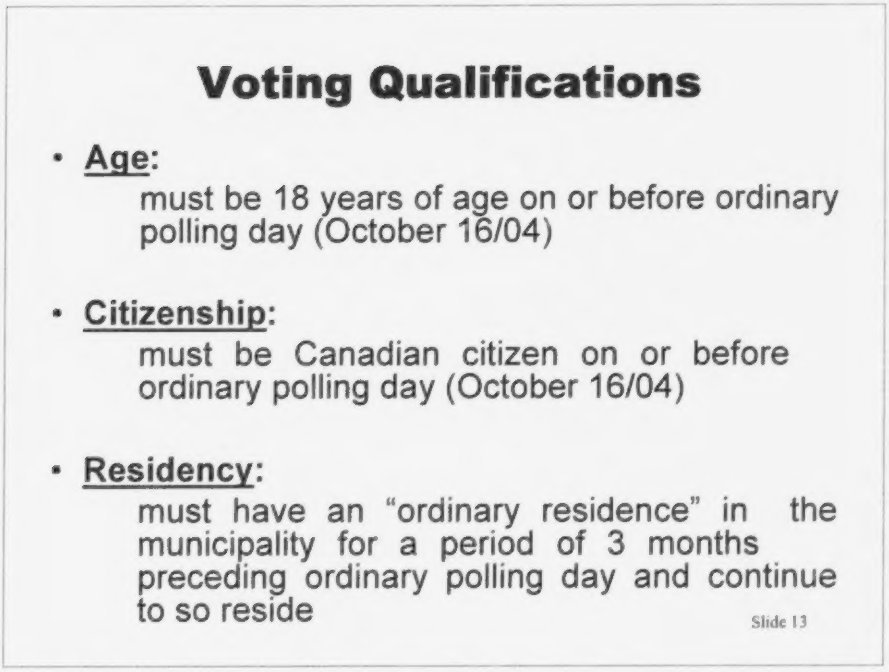
Intended to reinforce the concept that most people will respond well if they are treated with courtesy and respect.

May want to mention that some additional time may need to be spent at the homes of some seniors or disabled people; they may need a bit longer time to respond to the questions.

The identification badge is important - some people are reluctant to answer to the door to a stranger. Be sure to wear it in a place that it can be easily seen.

After greeting the person at the door, quickly mention the qualifications to vote, so the person will know which members of the household are qualified.

Because extensive door-to-door enumeration is not being done for federal and provincial elections, some electors may indicate that they have already provided the information (checked off my income tax form; thought there wasn't going to be any more enumeration). Enumerators may have to explain that they are collecting the information because the municipality needs its own list of electors.



Voting Qualifications

- **Age**:
  must be 18 years of age on or before ordinary polling day (October 16/04)
- **Citizenship**:
  must be Canadian citizen on or before ordinary polling day (October 16/04)
- **Residency**:
  must have an "ordinary residence" in the municipality for a period of 3 months preceding ordinary polling day and continue to so reside

Explain that the age requirement must be as of October 16, 2004. If a young person in the household is not 18 at the time the enumerators visit, the name can still be registered, as long as their 18th birthday occurs on or before October 16th.

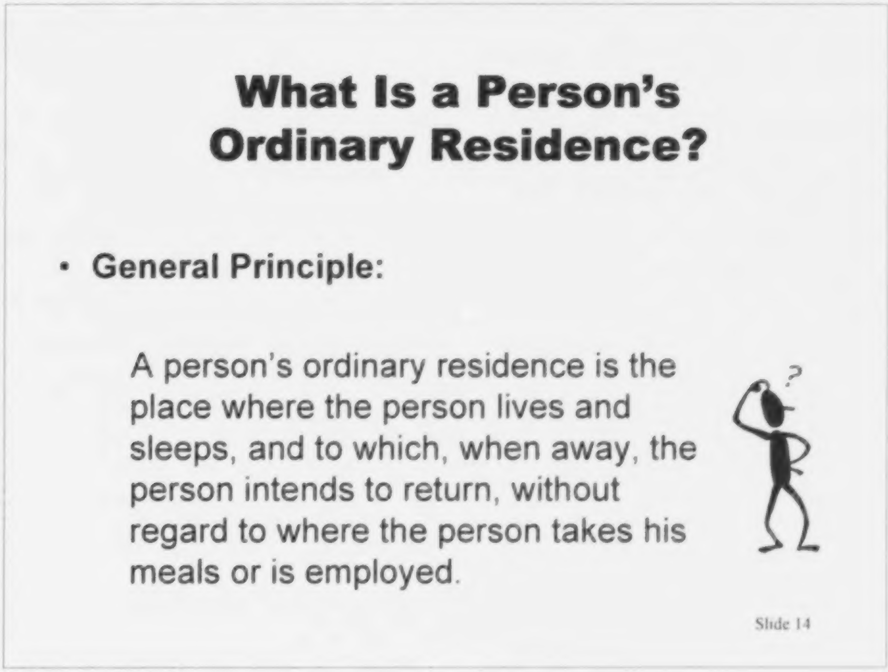
Canadians only can be registered - no non-citizens, no landed immigrants. It does not matter that a person owns land in the municipality, or that a non-citizen lives in the municipality, or that someone pays taxes to the municipality. Some have been told by immigration officers that they are allowed to vote in municipal elections.

If someone indicates that the person is not a citizen at enumeration, but will be by October 16, do not enumerate them. They can be added to the list when they vote.

Because the enumerators will be going out before July 16, 2004, which is the date to meet the 3-month residency requirement, anyone who is ordinarily resident when they call at the dwelling place will meet the residency requirement.

Refer to the next slide for an explanation of what constitutes "ordinary residence".

Suggest that they make a note of the qualifications and mention them when they are speaking with a person at the door.

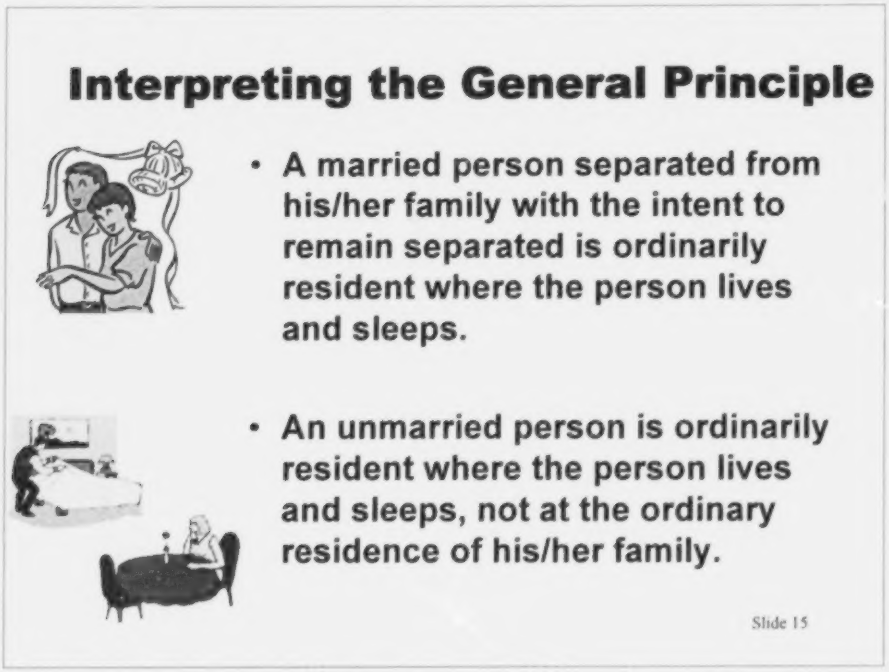


What Is a Person's Ordinary Residence?

- **General Principle:**

  A person's ordinary residence is the place where the person lives and sleeps, and to which, when away, the person intends to return, without regard to where the person takes his meals or is employed.

Be sure that they understand the general principle. It applies to most situations, and with some common sense applied, will answer most questions about where an elector ordinarily resides.



Interpreting the General Principle

- A married person separated from his/her family with the intent to remain separated is ordinarily resident where the person lives and sleeps.
- An unmarried person is ordinarily resident where the person lives and sleeps, not at the ordinary residence of his/her family.

Although the legislation makes a distinction between the status of married and unmarried electors, in practice, the general principle of residency applies - a person is ordinarily resident where he/she lives and sleeps, despite their marital status. The Act does not address issues of common law relationships or other living arrangements.

With respect to students, some common sense may have to be applied to the situation of mature students who no longer live at home. They may feel that their parents' home is no longer their family home, and that their current residence is their family home.

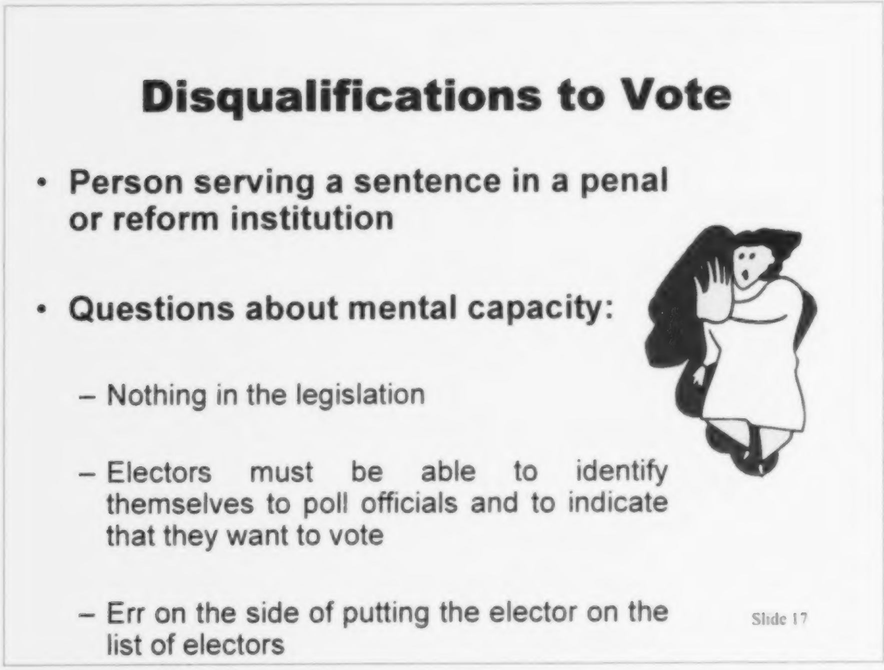
If you have a post-secondary institution in your municipality, remember that students from outside Nova Scotia are treated as any other elector is treated. The legislation concerning unmarried students only addresses the residency of students with a family home in the Province.

Encourage any enumerator to call you if there are any questions. If in doubt, you may want to err on the side of including someone on the list of electors. Review the matter with the municipal solicitor if you are unsure.

Ordinary Residence (Cont'd)

- A person is not ordinarily resident in a seasonal dwelling (occupied between May - October) unless the person has no other residence.

- An unmarried student with a family home in the Province is deemed to be ordinarily resident at the family home.



Disqualifications to Vote

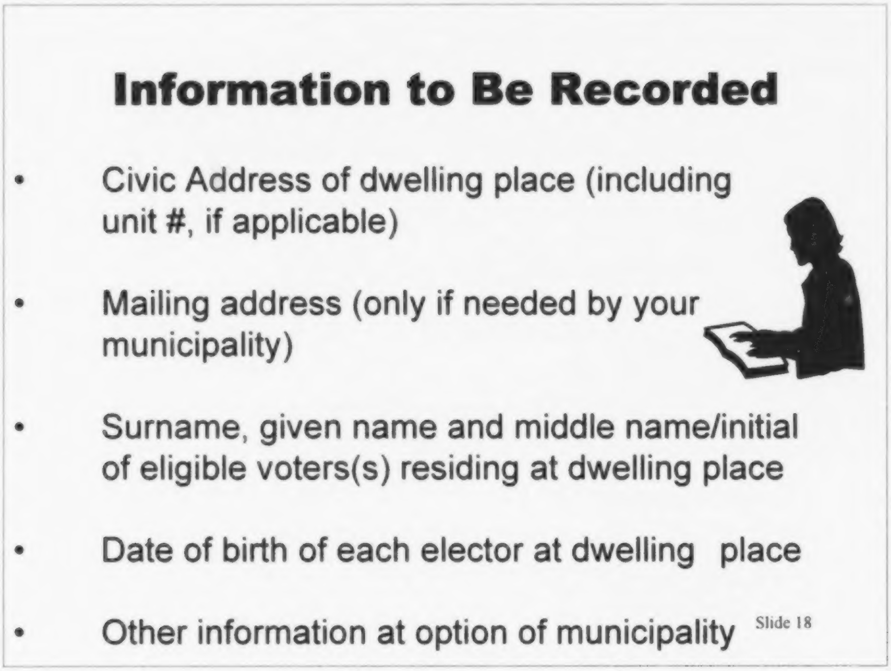
- **Person serving a sentence in a penal or reform institution**
- **Questions about mental capacity:**
  - Nothing in the legislation
  - Electors must be able to identify themselves to poll officials and to indicate that they want to vote
  - Err on the side of putting the elector on the list of electors

The Act identifies 3 classes of people who are disqualified, but the enumerators are only likely to come across one of them: some households may have a family member who is currently serving a sentence in a penal or reform institution. Because these individuals can now vote in federal and provincial elections, they may be put on the list of electors. If asked, however, the enumerator must indicate that these individuals are not qualified municipal electors.

The other 2 classes disqualified are the returning officer and those convicted of bribery or corrupt practices. You may want to mention that the returning officer is not qualified to vote, in case an enumerator comes to your home! To the best of our knowledge, no one has been convicted under the Municipal Elections Act of bribery or corrupt practices in the last 6 years in Nova Scotia.

The issue of mental capacity to vote will come up, particularly if you have a long-term care facility in your municipality. However, sometimes the question comes up if the individual concerned is residing at a dwelling place. Be sure that the enumerators understand the basic qualifications.

You may wish to instruct the enumerators of any long-term care facility separately and go over these qualifications. You will most likely be telling them to talk to the administrator of the facility. It is ultimately up to the enumerators to decide on capacity, and they should take their time and speak with the residents if they can.



Information to Be Recorded

- Civic Address of dwelling place (including unit #, if applicable)
- Mailing address (only if needed by your municipality)
- Surname, given name and middle name/initial of eligible voters(s) residing at dwelling place
- Date of birth of each elector at dwelling place
- Other information at option of municipality

The list on the slide is the basic information that is required by the legislation. It should be modified to include all the information that your municipality collects.

Optional information:

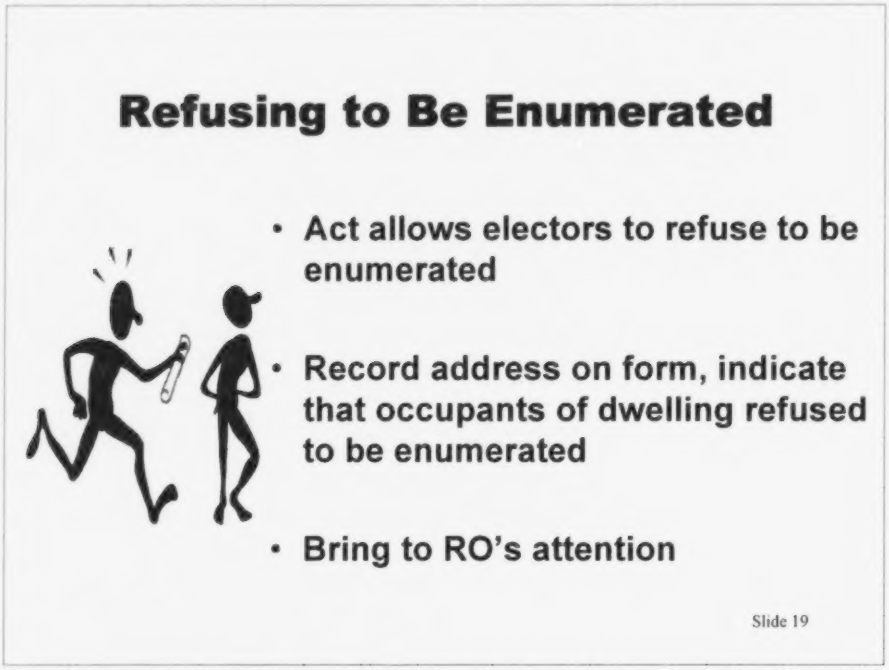
Mailing address, if your municipality needs it.

The gender of the elector, as a means of identification. This is particularly helpful for electors who have names that are used for both males and females.

The date of birth of electors is a new requirement for municipal enumeration, but has been required for federal elections for about 10 years, and for provincial elections for the last 5 years.

When reviewing this slide, be sure that you review the enumeration record that you give to the enumerators to enter the information, so that they are aware of how the information on each elector is to be recorded.

Give them a copy of the enumeration record, or provide a slide of it for the presentation.



Refusing to Be Enumerated

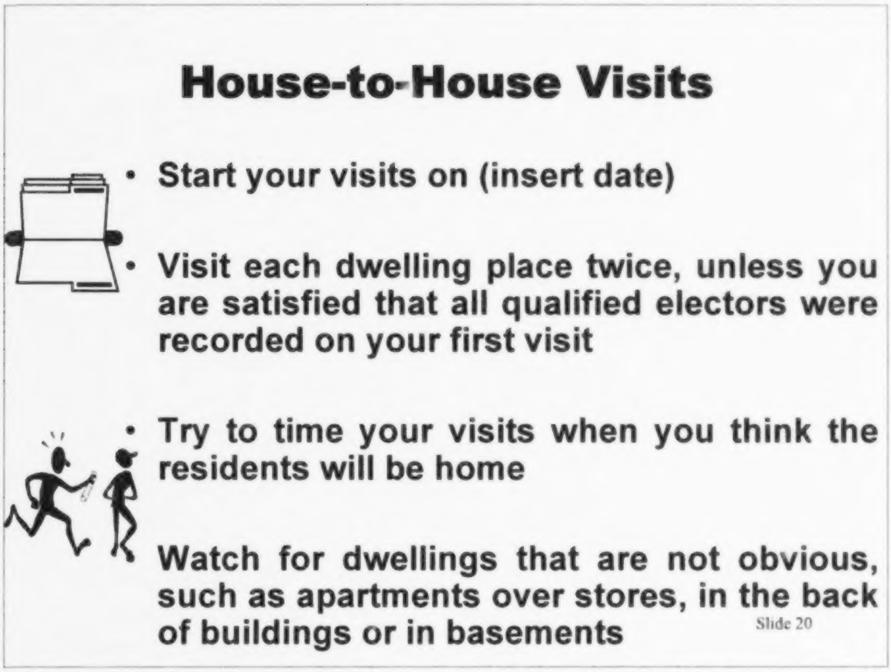
- Act allows electors to refuse to be enumerated
- Record address on form, indicate that occupants of dwelling refused to be enumerated
- Bring to RO's attention

Should also address the concern that some people may consent to enumeration, but may not want to provide a particular piece of information, such as their birth date.

Some tips: ensure the electors that the information is confidential. Explain that the date of birth information is used only as an aid to identify the elector during revision, is not included on any printed lists and is not available to the candidates, the public, or the persons working at the polling stations.

Since enumerators can get information from sources other than the elector directly, recommend that the information that is provided be recorded.

Be sure to inform the enumerators of your municipality's policy on payment for calling at dwellings where residents refuse to be enumerated.



House-to-House Visits

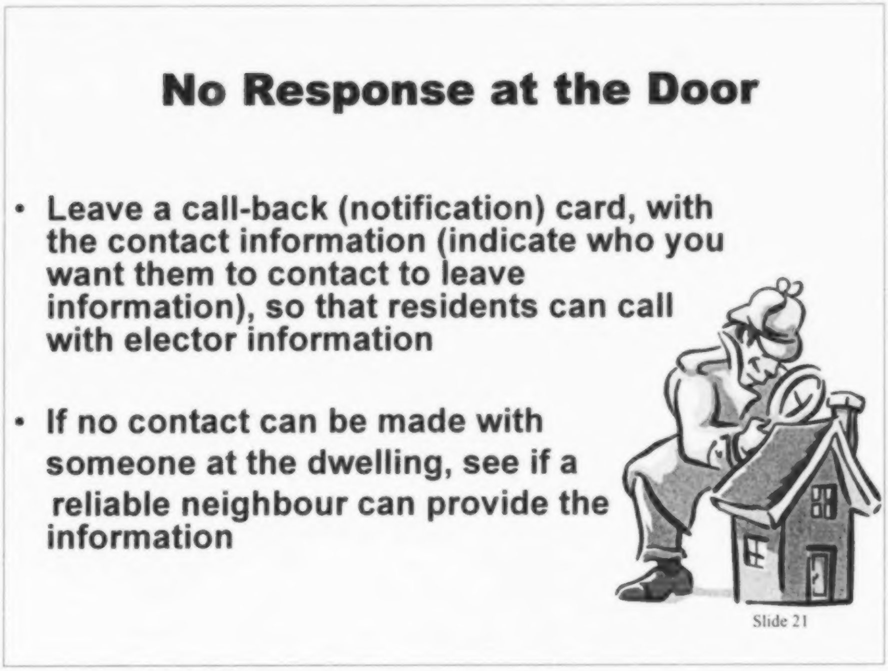
- Start your visits on (insert date)
- Visit each dwelling place twice, unless you are satisfied that all qualified electors were recorded on your first visit
- Try to time your visits when you think the residents will be home
- Watch for dwellings that are not obvious, such as apartments over stores, in the back of buildings or in basements

Recommend the times that the enumerators should be visiting the dwelling places; perhaps once during the day and once in the early evening. Enumerators will know their areas, and can probably decide on the best times to make their calls in order to find the most people at home.

Instruct them on comparing the dwellings that they visit with the list of civic addresses in their polling division, to ensure completeness, and how to record addresses that they may find that are not on the list.

If there is some reason that the dwelling cannot be accessed (locked gates, uncertainty about dogs, etc.) do not insist that they try again to enter the premises. Personal safety comes first!

Suggest that they try to get the information from an adult, if the door is answered by a young person.



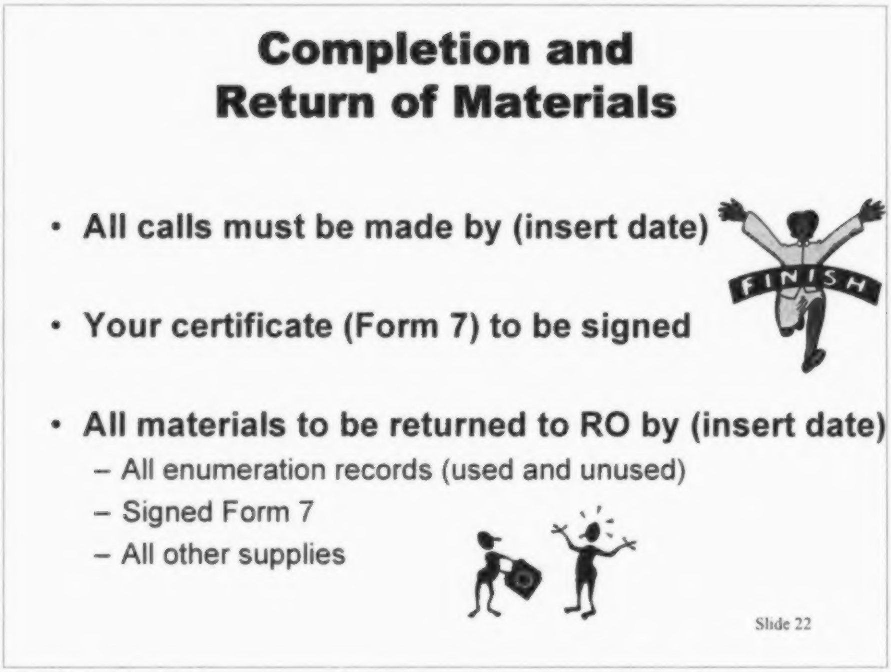
No Response at the Door

- Leave a call-back (notification) card, with the contact information (indicate who you want them to contact to leave information), so that residents can call with elector information
- If no contact can be made with someone at the dwelling, see if a reliable neighbour can provide the information

If there is no response after the first visit, a call-back card can be left. Give them a call-back card, or show a slide, and demonstrate how to complete it.

Do not worry about call-back cards if the premises cannot be accessed for some reason.

If there is still no response after the call-back card has been left and a second visit has been made, or if the premises cannot be accessed, the enumerators can get the information from another reliable source, such as a neighbour.



Completion and Return of Materials

- All calls must be made by (insert date)
- Your certificate (Form 7) to be signed
- All materials to be returned to RO by (insert date)
  - All enumeration records (used and unused)
  - Signed Form 7
  - All other supplies

Tell the enumerators when they must complete their calls - must be a date no later than June 10th.

Be sure that they know how to complete Form 7 - Certificate of Enumerators.

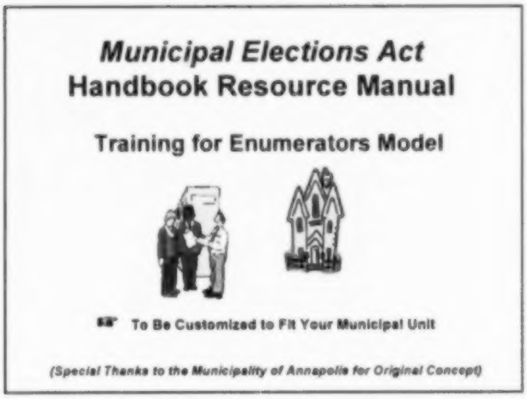
Tell them what date they must have everything returned to you - you may want to give them a couple of days beyond the end date for making calls.

Thank them for their work.

At this point, you may want to review the remuneration plan, if you have not already done so.

Questions????

Municipal Elections Act Handbook Resource Manual - Training for Enumerators Model

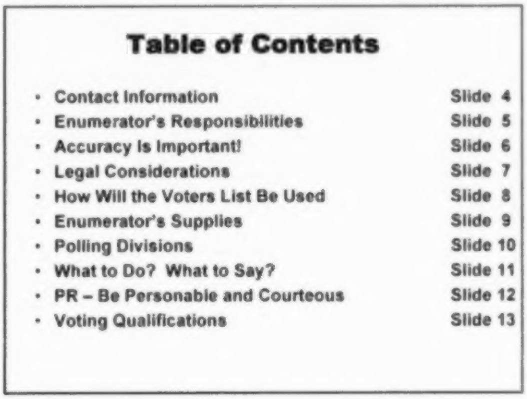


Municipal Elections Act Handbook Resource Manual

Training for Enumerators Model

☞ To Be Customized to Fit Your Municipal Unit

(Special Thanks to the Municipality of Annapolis for Original Concept)



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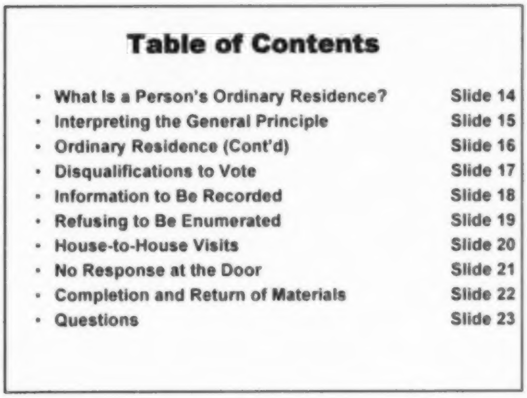
- Accuracy Is Important! Slide 6
- Legal Considerations Slide 7
- How Will the Voters List Be Used Slide 8
- Enumerator's Supplies Slide 9
- Polling Divisions Slide 10
- What to Do? What to Say? Slide 11
- PR – Be Personable and Courteous Slide 12
- Voting Qualifications Slide 13



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- Interpreting the General Principle Slide 15
- Ordinary Residence (Cont'd) Slide 16
- Disqualifications to Vote Slide 17
- Information to Be Recorded Slide 18
- Refusing to Be Enumerated Slide 19
- House-to-House Visits Slide 20
- No Response at the Door Slide 21
- Completion and Return of Materials Slide 22
- Questions Slide 23

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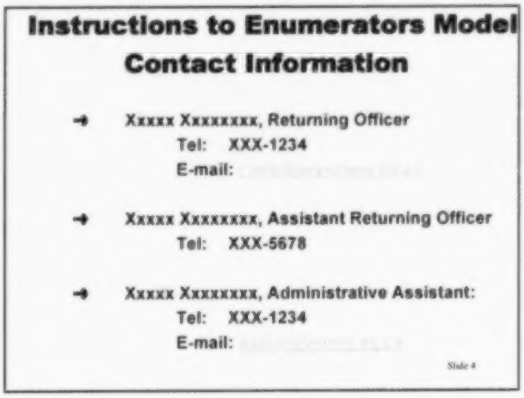
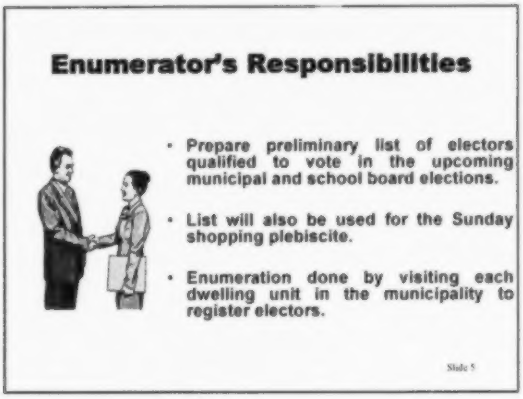


Instructions to Enumerators Model

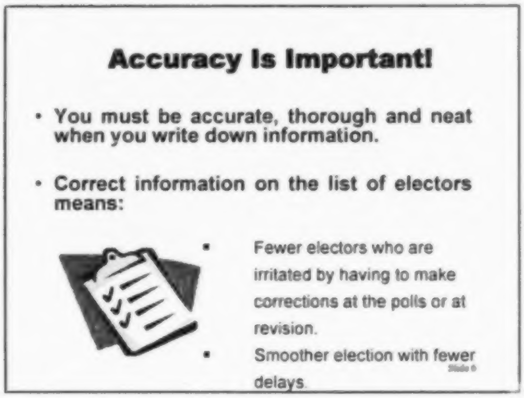
Contact Information

- Xxxxx Xxxxxxxx, Returning Officer
  Tel: XXX-1234
  E-mail:
- Xxxxx Xxxxxxxx, Assistant Returning Officer
  Tel: XXX-5678
- Xxxxx Xxxxxxxx, Administrative Assistant:
  Tel: XXX-1234
  E-mail:



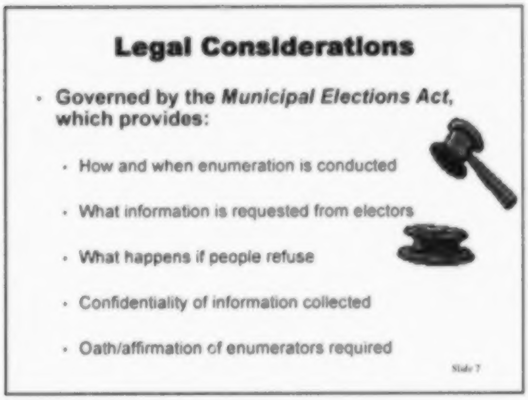
Enumerator's Responsibilities

- Prepare preliminary list of electors qualified to vote in the upcoming municipal and school board elections.
- List will also be used for the Sunday shopping plebiscite.
- Enumeration done by visiting each dwelling unit in the municipality to register electors.



Accuracy Is Important!

- You must be accurate, thorough and neat when you write down information.
- Correct information on the list of electors means:
  - Fewer electors who are irritated by having to make corrections at the polls or at revision.
  - Smoother election with fewer delays.



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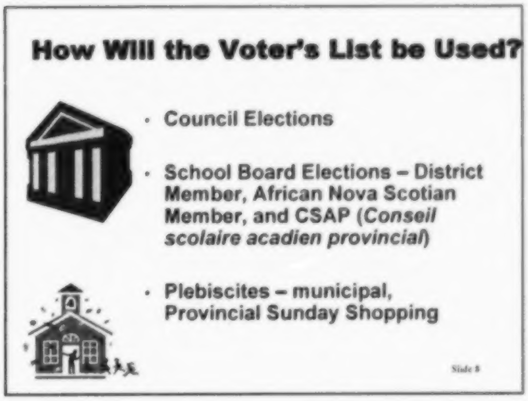

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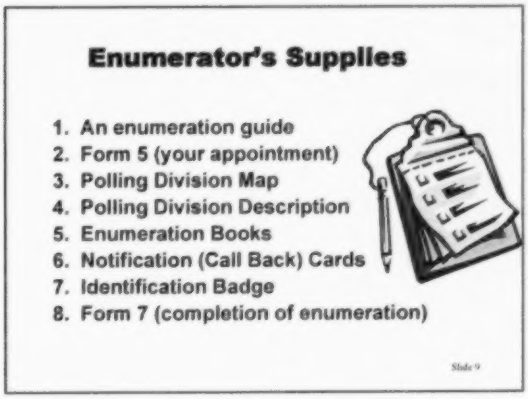

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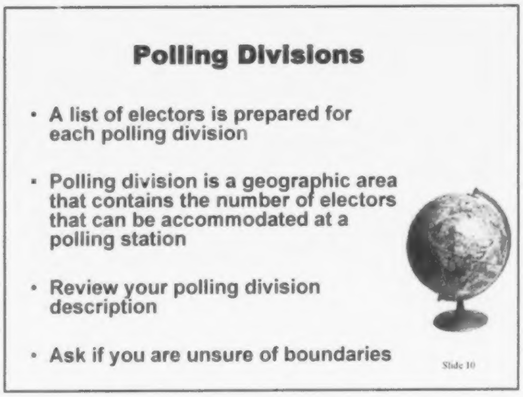

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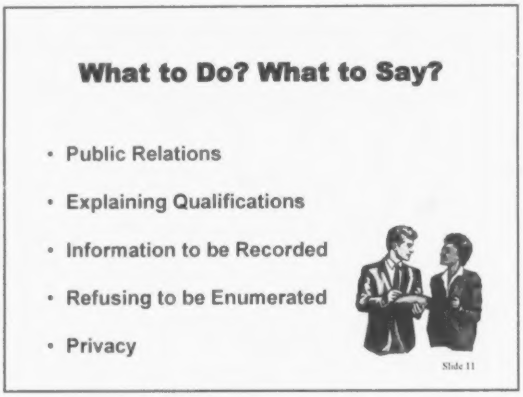

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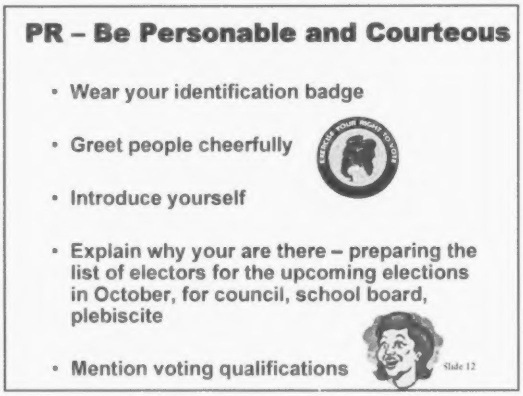

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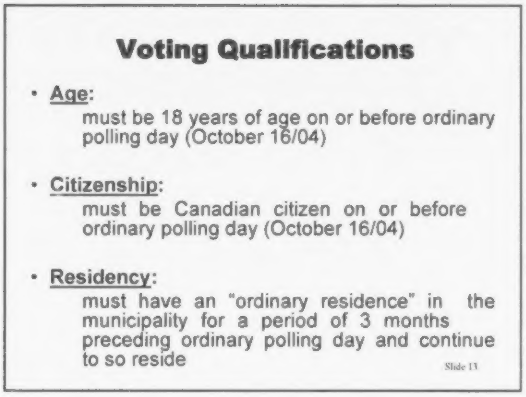

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- **Age**:
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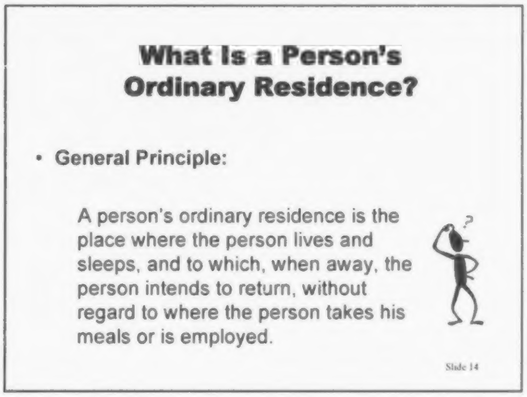

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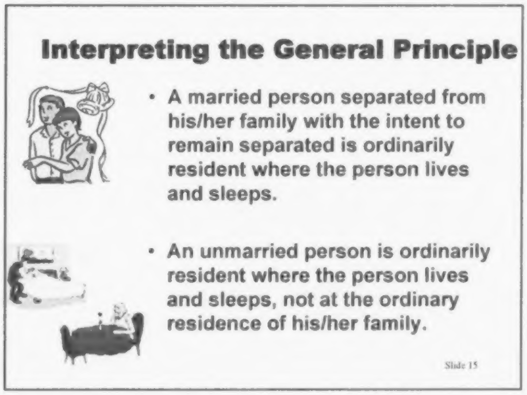

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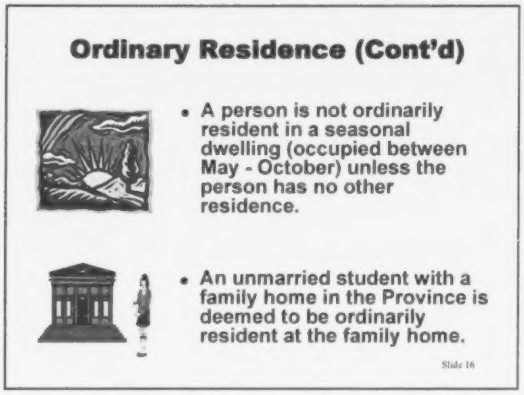

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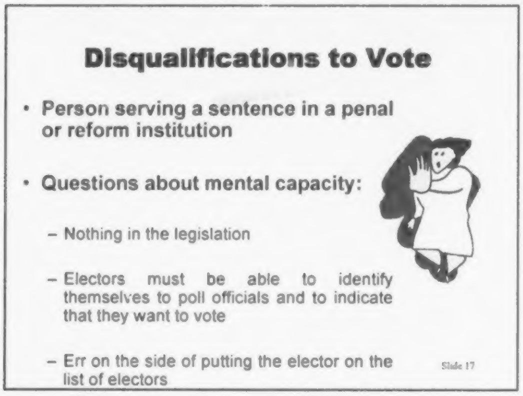
Slide 16



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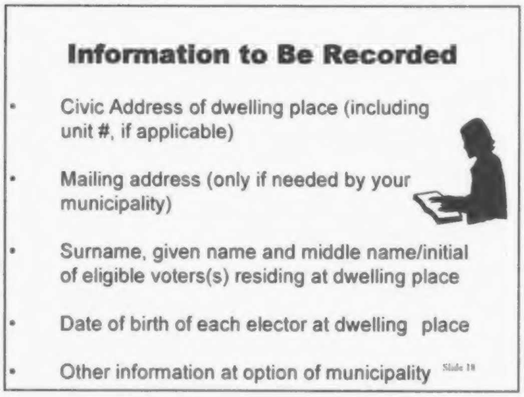
  - Err on the side of putting the elector on the list of electors

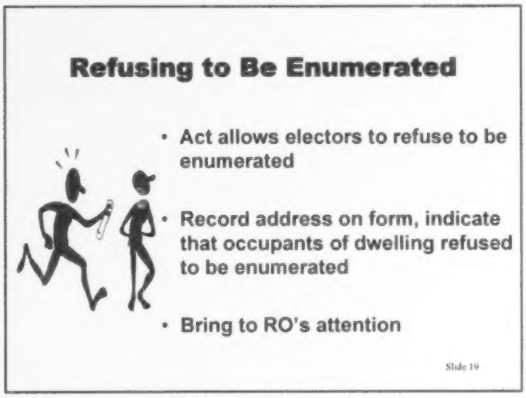
Slide 17



Information to Be Recorded

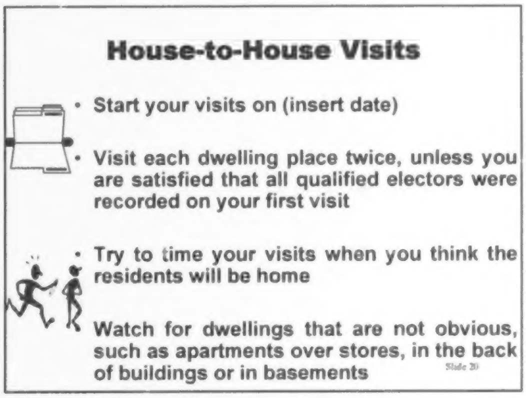
- Civic Address of dwelling place (including unit #, if applicable)
- Mailing address (only if needed by your municipality)
- Surname, given name and middle name/initial of eligible voters(s) residing at dwelling place
- Date of birth of each elector at dwelling place
- Other information at option of municipality

Slide 18



Refusing to Be Enumerated

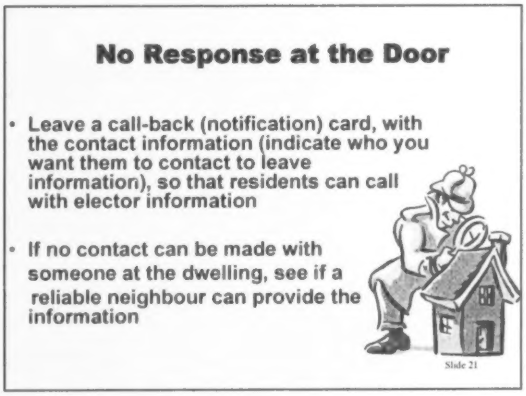
- Act allows electors to refuse to be enumerated
- Record address on form, indicate that occupants of dwelling refused to be enumerated
- Bring to RO's attention



House-to-House Visits

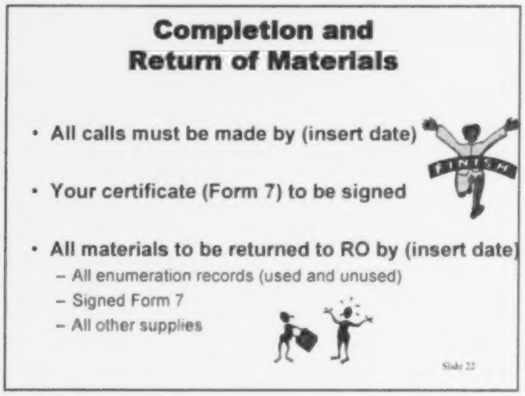
- Start your visits on (insert date)
- Visit each dwelling place twice, unless you are satisfied that all qualified electors were recorded on your first visit
- Try to time your visits when you think the residents will be home

Watch for dwellings that are not obvious, such as apartments over stores, in the back of buildings or in basements



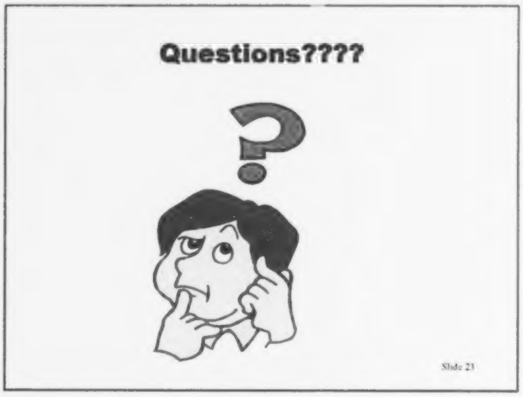
No Response at the Door

- Leave a call-back (notification) card, with the contact information (indicate who you want them to contact to leave information), so that residents can call with elector information
- If no contact can be made with someone at the dwelling, see if a reliable neighbour can provide the information



Completion and Return of Materials

- All calls must be made by (insert date)
- Your certificate (Form 7) to be signed
- All materials to be returned to RO by (insert date)
  - All enumeration records (used and unused)
  - Signed Form 7
  - All other supplies



Questions????

PART FOUR

DEPUTY RETURNING OFFICERS AND POLL CLERKS

AND

ELECTION DAY GUIDELINES AND VOTING PROCEDURES

Note for returning officers:

This Guide must be customized for your municipal unit. For example, if there are acclamations for certain offices in your municipality, particularly for school board elections, it is not necessary to provide information about qualifications of school board electors.

A copy of this Guide can be e-mailed to you, which can then be altered to suit your municipality.

GUIDE FOR

DEPUTY RETURNING OFFICERS

AND POLL CLERKS

NOVA SCOTIA
Service Nova Scotia
and Municipal Relations

CHAPTER 1

INTRODUCTION

Duty to Comply With Required Procedure

- As Deputy Returning Officer (DRO) or poll clerk, you have been vested with considerable public trust in your appointment. In turn, you must comply with required procedure to ensure a proper conduct of the election.
- The basic election procedures are in the *Municipal Elections Act* which regulates most matters concerning municipal and school board elections. The Act must be followed for accurate reference if there is any conflict between it and these instructions.

Responsibilities of DRO and Poll Clerk

- The DRO :
    - is in charge of a particular polling station on election day
    - has the custody of the voting materials and is responsible for setting up the poll prior to the beginning of voting on election day
    - is responsible for closing the polling station and for counting the ballots
    - reports the results to the returning officer
    - ensures the safe return of the voting materials to the returning officer when the count is finished
- The Poll Clerk:
    - keeps a written record of the voting at the polling station by making the appropriate entries in the poll book
    - must be able to assume the role of the DRO should that person not be able to either assume or continue his/her duties

Oath or Affirmation of Office

- The DRO and poll clerk must each complete the Oath or Affirmation of Office in Form 2.
- The oath or affirmation states that the election official:
    - will carry out his/ her duties "faithfully and impartially", and
    - will maintain the secrecy of the vote, and
    - has not been convicted of corrupt practices or bribery.

CHAPTER 2

BEFORE OPENING THE POLLING STATION

Voting Hours

- The hours of voting are:

Ordinary Polling Day:	8:00 a.m. to 7:00 p.m.
Advance Poll:	12:00 noon to 8:00 p.m.
Mobile Poll:	(On ordinary polling day) as determined by the returning officer, but between 8:00 a.m. and 7:00 p.m.

Polling Station Supplies

- The returning officer will supply the DRO with the following items for the polling station; in order to conduct the vote:
    - ballot box(es)
    - ballot papers for each office to be elected or question to be voted on at your polling station. The ballot papers will be bound into books. Ballots for each office or matter to be voted on will be a different colour.
    - a statement showing the number of ballot papers supplied, with their serial numbers
    - pencils or pens for the marking of the ballots
    - 2 copies of the directions to electors (Form 23)
    - voting compartment
    - copy of the *Municipal Elections Act,* and any other instructions prescribed by the returning officer
    - final list of electors for the polling station, which will have had the names of the electors who voted at the advance poll crossed off
    - poll book
    - posters explaining the school board offices to be elected, if required
    - ballot box seals

- envelopes for:
    1. cancelled ballots
    2. unused ballots/stubs
    3. rejected ballots
    4. ballots cast for candidates or questions
    5. provincial plebiscite
- a copy of any proxy papers, certificates of eligibility, or transfer certificates issued for your polling station
- suggested "scripts" for the administration of the school board elections, if required
- any other materials provided by the returning officer

- **The DRO is responsible for the safekeeping of these supplies, particularly the ballots, from the time that the returning officer issues them to you until the opening of the poll on election day.**

Opening the Polling Station

- Both the DRO and poll clerk should arrive at their polling station **at least 30 minutes before the opening of the poll.**

- This means arriving:

    - by 7:30 a.m. on ordinary polling day
    - by 11:30 a.m. for advance polling day
    - at least 30 minutes before the time set by the returning officer for the mobile poll

Setting Up the Polling Station

- Set up the polling station in such a way that the DRO and poll clerk are sitting at one table.

- The table should be large enough to hold the ballot box(es).

- Ensure that the voting table is in full view of the DRO and poll clerk, and that it is set up with a voting screen so that an elector can mark his/her ballot in secret.

- Ensure that there is a pencil or pen to mark the ballot in the voting compartment.

- Depending on the number of candidates that appear on the ballot(s) at the polling station, the candidates' agents can either be seated at the table with the DRO and poll clerk, or seated at another location in the polling place where they can observe the voting procedure.

- In full view of the poll clerk and any candidates, agents or electors representing candidates who are present, the DRO must:

    - post the directions to electors (Form 23) and the directions for the provincial plebiscite (Form 23A) in the polling station, one in a conspicuous place outside of and near to the polling station, and **one in the voting compartment** of the polling station;
    - count the ballot papers and permit any candidate or agent who is present to inspect and count them;
    - open or assemble the ballot box, ascertain that it is empty, seal it and place it on the table in full view of all present, where it remains sealed until the close of the poll;
    - initial the ballot papers in the space provided, without removing them from the books, either in pencil or pen;
    - ensure that there is a Bible for taking oaths.

- Posters which describe the qualifications to vote for CSAP and the African Nova Scotian member of the regional/district school boards will be available for those polling stations having one or both of these elections.

- Put these posters near entrances to polling stations where they will be clearly visible to electors before they reach the polling station itself.

- Post the polling station identification sign.

Signs, Badges or Advertising Material in and Around the Polling Station

- No one can enter a polling station wearing a badge or emblem that supports a candidate.

- No signs or banners can be posted or displayed in the building containing a polling station, or be within 200 feet of any wall of the building containing the polling station.

- Inspect the polling station and remove any partisan material on the premises before polls open, and from time to time, when there is a lull in voting, during the day.

- If you get a complaint about signs, refer it to your returning officer.

CHAPTER 3

PEOPLE PERMITTED IN POLLING STATION

Who Can Be Present in the Polling Station

- In addition to the DRO and poll clerk, the following people can be present in the polling station, while the poll is open:
  - candidates, except that
    - candidates cannot "loiter or solicit votes" (discussed in greater detail below)
    - candidates cannot act as their own poll agents
  - the returning officer and assistant returning officer
  - 1 agent for each candidate, who shows his or her appointment in Form 15 and who takes the required oath or affirmation in Form 16 in the poll book.
  - a candidate's official agent, who shows his/her appointment in Form 17, unless the official agent is the candidate
  - a peace officer, if authorized by the returning officer or DRO
  - any other person necessary to comply with the Act, such as a friend of the elector or an interpreter

Candidates' Agents

- Each officially nominated candidate is entitled to be represented by an agent at each polling station. The agents can:
  - observe the opening and closing of the polling station,
  - leave the polling station and return,
  - observe the voting procedure,
  - challenge an elector, by asking for the Oath or Affirmation of Qualification,
  - view the poll book, at times when there is a lull in voting,
  - witness the count of the ballots at one polling station only, and

- object to the counting or rejection of a ballot.

The agents cannot:

- interfere with an elector
- prohibit an elector from voting
- question electors as they enter the polling station
- prevent a ballot from being counted
- disrupt the operation of a polling station

- **Only one agent for each candidate can be present at the polling station during polling hours**, but the agent does not have to stay, and other agents duly appointed to the particular polling station can replace him/her throughout the day.

- Candidates are not permitted to act as their own agents in the polling station.

- **In 2004, no agents are permitted in the polling station to represent one side or the other for the provincial Sunday shopping plebiscite.**

DRO:

- Verify that a candidate's agent has been duly appointed in Form 15 before allowing the agent into the polling station. Form 15 has the name and address of the agent and the agents' designated polling station.

- Verify that a candidate's official agent has an appointment in Form 17 before allowing the agent into the polling station.

CHAPTER 4

THE VOTING PROCESS - GENERAL

Who Can Vote

- The following people can vote:
    - a person whose name is on the final list of electors for your polling station;
    - a person whose name is not on the final list of electors, but who takes the required oath or affirmation(s) and presents you with the appropriate identification (see below);
    - a person who has a transfer certificate to vote at your polling station, or who is on the final list of electors for your polling station and surrenders the original transfer certificate to you prior to voting; and
    - a person with a certificate of eligibility for the polling station.

The Provincial Plebiscite (Sunday Shopping) Ballot

- This ballot consists of two questions. The elector is asked to answer both questions, but it is acceptable for the elector to answer only one of the two questions.

Ballots to Be Issued

- Where there is only a council election **(mayor and/or councillor(s))**, all electors who apply to vote are given:
    - the council ballot(s), and
    - the provincial plebiscite ballot.
- Where there is only a council election **(mayor and/or councillor(s))** and an election for the **district member of the regional/district school board**, all electors who apply to vote are given:

- the council ballot(s),
- the school board ballot, and
- the provincial plebiscite ballot.

♦ Where there is a council election **(mayor and/or councillors(s)** and an election for the **district member of the regional/district school board** and an election for **either the African Nova Scotian member of the regional/district school board or for CSAP, or both,** all electors who apply to vote are given:

- the council ballot(s),
- the school board ballot of the elector's choice, and
- the provincial plebiscite ballot.

♦ Where there is only an election for the **district member of the regional/district school board** all electors who apply to vote are given:

- the school board ballot, and
- the provincial plebiscite ballot.

♦ Where there is only an election for the **district member of the regional/district school board** and an election for **either the African Nova Scotian member of the regional/district school board or for CSAP, or both,** all electors who apply to vote are given:

- the school board ballot of the elector's choice, and
- the provincial plebiscite ballot.

General Procedure

♦ The following is the standard voting procedure:

- Have the elector state his or her name and address to the DRO and the poll clerk.

- If the elector's name appears on the final list of electors, the poll clerk draws a line through the name on the list and enters in the poll book:

    - the elector's name and address
    - the elector's number on the list of electors
    - the consecutive number of the voter, which is prefixed to the elector's name

- Where there is an election for more than one school board office at the polling station, the DRO ascertains the elector's choice of school board ballot, in accordance with the directions from the returning officer.
- The DRO then detaches all ballots to be given to an elector from the bound stubs (the counterfoil remains attached to the ballot) and folds each one so that, when folded, the DRO's initials can be seen without unfolding it.
- The DRO delivers the ballot paper(s) to the elector (unless the elector is challenged, see below).
- The DRO directs the elector to proceed into the voting compartment, mark the ballot paper(s), and re-fold them as they were received (so that the initials and the serial number on the counterfoil(s) can be seen without unfolding the ballot).
- After the elector returns the ballot papers to the DRO, the DRO, without unfolding them, ascertains by examination of the initials and serial number that they are the same ballot paper(s) that were delivered to the elector.
- The DRO removes the counterfoil and deposits the ballot paper(s) in the ballot box(es), in full view of the elector.
- As soon as the ballot papers are deposited in the ballot box, the poll clerk places in the poll book, next to the elector's name, a check mark under the words "voted for mayor", "voted for councillor", "voted for district member regional or district school board", "voted for African Nova Scotian member regional or district school board", "voted for CSAP", or "voted for other" (to be used for the provincial plebiscite), as the case may be.

Challenging an Elector

(See note below for African Nova Scotian or CSAP elector)

- An elector whose name is on the list of electors can be challenged by a DRO, a poll clerk, candidate or agent who is present in the polling station. One of these individuals may suspect that the elector is not the person he/she is claiming to be, or that the elector does not meet the qualifications to vote at that polling station.
- If an elector is challenged, he/she must take the Oath or Affirmation of Qualification in Form 24 in the poll book, before being permitted to vote.

- **The challenge must be made before the elector is given the ballot paper(s).**

- If the elector takes the oath or affirmation, then he/she must be permitted to vote.

- Once the elector has voted, the poll clerk puts a check mark under the words "sworn or affirmed" opposite the name of the elector in the poll book.

- If the elector refuses to take the oath or affirmation, then he/she is not given the ballot paper(s), and is not allowed to vote. The poll clerk draws erasing lines through the elector's name on the list of electors, and places a check mark under the words "refuses to swear or affirm" in the poll book.

- The elector cannot again be admitted to the polling station. **A DRO who allows an elector to vote who has not taken the oath or affirmation on request is guilty of an offence.**

- **Note:**
  - **A person applying to vote for the African Nova Scotian member for the regional or district school board or CSAP cannot be challenged as to their status to vote for either of these two offices.**

  - **They can be challenged on their qualifications to vote generally, as all electors can.**

Cancelled Ballot Papers

- The DRO must treat a ballot paper as **cancelled** in the following two situations:

  1. an elector inadvertently deals with the ballot paper so that it cannot be used, or
  2. an elector receives a ballot paper, and then declines to vote.

     - In the first case, the elector can return the spoiled ballot paper to the DRO who then:
       - Marks "cancelled" on the back, and, without showing it to any other person, places it in the envelope for cancelled ballot papers.
       - Issues the elector another ballot paper.

     - In the second case, where the elector declines to vote, the DRO:

    - Marks "cancelled" on the back, and places it in the envelope for cancelled ballots.
    - Does not issue the elector another ballot paper.

Elector Not on the List of Electors

- General Rule
  - A person whose name is not on the list of electors for the polling station may have his/her name added to it, provided that he/she is qualified to vote at that location.
- Follow these steps when someone applies to be added to the list of electors:
  - Have the applicant show you evidence of identification and residence satisfactory to you.
  - This evidence usually consists of documents bearing the name and address of the elector, such that you can verify his/her residence in the polling division.

    Examples would include:
    - a driver's licence, a personalized cheque, a utility bill, or other bills, such as for credit cards. Some people may also have passports or health cards, which would serve as identification, but not necessarily current residence.
- Once you are satisfied as to the elector's identification and residence in the polling division, the elector must **swear (or solemnly affirm) and sign** Form 31 in the poll book.
  - On taking the oath or affirmation, the elector is entitled to vote.
- Once the elector has voted, the poll clerk:
  - writes the name in the poll book and puts a check mark under the word "added" in the poll book, and
  - adds the name of the elector to the list of electors.

Exception -
Electer Entitled to Vote Only for School Board or Provincial Plebiscite (2004)

(1) Regional or District School Board, including the African Nova Scotian member

- The general rule is that a person who moves within three months before ordinary polling day from one municipal unit to another but who remains within the boundaries of a school region or school district (because the school region or school district overlaps municipal boundaries) is eligible to vote in the school board election.
- In such a case, the elector would go to the polling station for the polling division where he/she resides on ordinary polling day and be sworn in to vote for the school board election only.
- Before voting, the elector must show the DRO suitable identification to establish residency in the polling division.
- On taking the oath or affirmation in Form 31A, the elector is entitled to vote.

(2) CSAP or Provincial Plebiscite (2004)

- For a CSAP elector, the "school region" is the entire province. Therefore, a CSAP elector who has moved from one part of the province to his/her present residence in the past three months would be qualified to vote only for the CSAP school board at the polling station.
- An elector who has resided in the province for three months preceding ordinary polling day is entitled to vote in the provincial Sunday shopping plebiscite.
- In such a case, the elector would go to the polling station for the polling division where he/she resides on ordinary polling day and be sworn in to vote for the CSAP or provincial plebiscite only.
- Before voting, the CSAP elector must show the DRO suitable identification to establish residency in the polling division.
- On taking the oath in Form 31B, the elector is entitled to vote.

CHAPTER 5

SPECIAL SITUATIONS AT THE POLL

Voting by Electors Requiring Assistance

- Where an elector cannot mark his/her ballot because of blindness, illiteracy, or a physical disability which prevents him or her from marking a ballot independently, the elector may vote by a friend.
- The friend of the elector can be either
  - a person who is unrelated to the elector, or
  - one of the following of the elector's relatives: child, grandchild, brother, sister, parent, grandparent, husband or wife.
- A person can only act as a friend for one unrelated elector.
- A candidate can only act as a friend for the candidate's relatives (see list above).
- The DRO asks the elector who needs assistance to take the oath or affirmation in Form 25 in the poll book, and asks the friend of the elector to take the oath or affirmation in Form 26 (Friend who is unrelated to the elector) or Form 26A (Friend who is one of the named family members of the elector). Both forms are in the poll book.
- On taking the oath or affirmation, both the elector and the friend go into the voting compartment, where the friend can assist the elector in marking the ballot.
- If requested by the elector, the DRO can act as the friend of the elector. The DRO is **not** required to take the oath or affirmation in Form 26.
- Once the ballot is returned, the poll clerk enters in the poll book, opposite the name of the elector:
  - the reason why the ballot was marked by a friend
  - the name of the friend
  - the oath or affirmation(s) that were taken

Elector Requiring an Interpreter

- If the DRO does not understand the language spoken by an elector, and is satisfied that the elector does not understand the election procedure:
    - The DRO must find an interpreter.
    - The elector cannot vote until an interpreter is found.
    - The interpreter acts as the means of communication between the DRO and the elector.
    - The interpreter takes the oath or affirmation in Form 27 in the poll book before undertaking the responsibility to interpret.
    - The interpreter does not accompany the elector into the voting compartment.

Errors in Particulars on the List of Electors

- If a person applies to vote using a name and address that corresponds so closely to the name and address on the list of electors that you consider it probable that the entry on the list is intended to refer to the elector, the elector can vote if he/she takes the oath or affirmation in Form 28 in the poll book, before receiving a ballot.

- Once the elector has voted, the poll clerk enters in the poll book:
    - the correct name of the elector, and
    - the oath or affirmation(s) that were taken.

Personated Elector

- If an elector applies to vote after another person has already voted as that elector, the elector may still vote if:
    - the elector produces evidence of identification and residence to the DRO, in the presence of other poll officials, and
    - the elector takes the oath or affirmation in Form 29 in the poll book.

- Once the elector has voted, the poll clerk enters in the poll book, following the name of the elector:
    - that the elector voted after a ballot paper had been issued to another elector who had voted using the same name, and

- the oath or affirmation(s) that were taken.

Voting by Proxy

- A proxy vote must be exercised at the polling station where the name of the elector who gave the proxy vote is on the list of electors. Remember, the proxy voter is exercising the vote of a person who is on the list of electors for your polling station. When someone applies to exercise a proxy vote:
    - Check that the name of the person who gave the proxy vote is on the list of electors.
    - Ask the person to deliver to you the proxy paper issued by the returning officer (you should have a duplicate of the proxy paper).
    - Have the proxy voter **swear (or solemnly affirm) and sign** the oath or affirmation in Form 32 in the poll book.
    - Once the proxy voter completes voting, the poll clerk enters a check mark under the column marked "by proxy" in the record of poll, opposite the name of the elector.
    - Note that if an elector has not cancelled his/her proxy paper and is duly authorized to vote by proxy, the elector cannot reverse proxy voting. Therefore, if an elector who has given a proxy vote arrives at the poll to vote in person, he/she should be informed that the proxy vote is still in effect and the elector can only vote through the proxy voter.

Voting by Transfer Certificate

- An elector who has been issued a transfer certificate in **Form 19** or **Form 20** can vote EITHER at the polling station where his/her name is on the list of electors, OR at the polling station to which his/her name has been transferred.
- The DRO will have a copy of any transfer certificates issued for electors whose names are on the list of electors for your polling station.
- In either case, the elector must surrender the original transfer certificate to the DRO.

- Note: that if an elector presents a transfer certificate in **Form 20**, particular attention is required to ascertain which offices or matters the elector is entitled to vote for, and to give the elector **only** those ballots covered by the transfer certificate.

Use of an Additional Ballot Box

- If the first ballot box used when the poll opens becomes full, the DRO ensures that the following steps are taken before using a second one:
    - The DRO seals the opening of the first ballot box with a paper seal.
    - The DRO and poll clerk must sign the paper seal, and any candidates or agents present who may wish may then initial the paper seal.
    - The DRO leaves the sealed ballot box on the table in full view until the votes are counted.
    - The DRO, in full view of the poll clerk and others present at the polling station, opens the second ballot box, ascertains that it is empty, seals it and places it in full view on the voting table.

Disturbance at the Polling Station

- While the polls are open, and during the counting of the ballots, DROs have the powers of a constable, and may also order constables to assist them in maintaining peace and good order at the polling station. Specifically, a DRO can:
    - arrest or cause to be arrested by a constable or peace officer, any person disturbing the peace and good order of the election, or who has disobeyed an order of the returning officer or DRO, including having the person placed in a jail or lock-up or other convenient place, for as long as one hour after the polls close;
    - order from the polling place anyone who is intoxicated, or who is causing a disturbance or obstructing the voting. The person is not to be admitted again to the polling station;
    - order from the polling station anyone who is not entitled to be there;

  - order from the polling place or the area within 200 feet of the polling place anyone who is loitering or soliciting votes, including a candidate.

Advance Poll Ballots Placed in Your Ballot Box on Ordinary Polling Day

- Where fewer than ten voters from a polling district have voted for any office at the advance poll, the returning officer can direct that the ballots be added to the votes being cast at another polling station in the polling district. If these votes are to be added to the ballot box for your polling station, the procedure to be followed is:

  - During the day that the polls are open, the DRO for the advance poll will bring a sealed envelope or envelopes containing the ballots that are to be added to the ballot box. There will be a separate envelope with ballots for each office or matter being voted on. The number of ballots in each envelope will be shown on the outside of the envelope.

  - The envelope containing the ballots is opened and, in full view of all present, the ballots are placed individually into the ballot box by the DRO. The ballot box is not opened.

  - These ballots are then counted and reported with the votes from the polling station where the ballots are added.

CHAPTER 6

CLOSING THE POLLING STATION AND COUNTING THE VOTES

When to Close the Polling Station

- The poll **must be closed** at 7:00 p.m. sharp (8:00 p.m. sharp for the advance poll).

When Electors are Waiting to Vote

- If there are electors waiting to get into the polling station at 7:00 p.m (or 8:00 p.m. for the advance poll), they are entitled to vote and the DRO must follow these rules:
    - Make a list of all persons who are either inside the polling station or outside waiting to get into the polling station.
    - Keep the polling station open long enough to allow the electors on the list to vote. Electors who arrive after closing time (7:00 p.m. or 8:00 p.m. for the advance poll) **must not be allowed to vote**.
    - The poll must close once the last of the electors on your list has voted.

Who Can Be Present When the Poll Closes

- At the close of the poll, the following people can remain in the polling station, besides the DRO and the poll clerk:
    - candidates
    - candidate's agents
    - candidate's official agent
- Note, that a candidate and/or a candidate's agent can only be present at **1 polling station** to witness the count. They cannot move from polling station to polling station.

Steps to Count Ballots

Follow these steps when ready to count votes:

Step 1: **Complete the Record of Poll (Form 30) in the Poll Book**

- Draw a line under the name of the last elector in the poll book.
- Complete the Record of Poll (Form 30) in the poll book by counting the number of electors listed in the poll book, then write under the line the following: "The number of electors who voted at this election in this polling station is (state the number)." Sign the poll book following this notation.

  NOTE: The DRO's total count of the number of electors who voted should be the same as the last consecutive number entered in the poll book.

  You are now ready to start counting the ballots.

Order of Counting the Ballots:

- The ballots must be counted in the following order:

  1. Mayor, if applicable
  2. Councillor(s)
  3. Regional or district school board district member(s)
  4. African Nova Scotian member of the regional or district school board
  5. *Conseil scolaire acadien provincial* (CSAP) member(s)
  6. Municipal Plebiscite(s)
  7. Provincial Plebiscite

Step 2: **Arrange Statements of Poll**

- **A separate statement of poll is used to record the results for each office or matter being voted on.** The following are used:
  - Form 33 - used where one candidate to be elected or one matter to be voted on
  - Form 34 - used where two or more candidates to be elected,

  or more than one question to be voted on
  - Form 34A - used when fewer than ten people vote for a particular school board office (see detailed procedure in Step 6)
  - Form 34B - used for the provincial plebiscite (2004) results

Step 3: **Count Cancelled Ballots and Any Unused Ballots**

- Open the envelope containing the cancelled ballot papers and count how many have been cancelled for each office, including the provincial plebiscite.

- Record the total number of cancelled ballots on the front of the envelope.

- Place the cancelled ballots back into the envelope and seal it with a gummed paper seal.

- DRO and poll clerk then initial the seal and ask any witnesses who may wish to also initial it.

- Count the UNUSED ballot papers. Do not detach ballots from the books.

- Mark the number of unused ballot papers for each office or matter on the outside of an envelope.

- Place the unused ballots and all stubs of used ballots into the envelope and then seal it with a gummed paper seal.

- DRO and poll clerk then initial the seal and ask any witness who may wish to do so to sign also.

Step 4: **Record Entries on the Statement of Poll**

- Fill in the top portion of each statement of poll form. Depending on what is being voted on at the polling station, there could be as many as 7 different statements of poll to be completed.

- On each statement of poll, record:

  - the number of blank ballots received from the returning

officer for that office or matter
  - the number of ballots added from the advance poll, if applicable
  - the total number of ballots to be accounted for

Step 5: **Distribute Tally Sheets**

- The DRO counts the votes and the poll clerk tallies them.
- Give tally sheets, (Form 35) in the poll book, to the poll clerk and each person present who requests one.
- Each person with a tally sheet enters the names of the candidates in the spaces provided at the top.
- The tally sheet for the provincial plebiscite (2004) is Form 36. The necessary information is printed across the top.

Step 6: **Open the Ballot Box and Empty the Contents on Table**

- Remove or cut the seal to open the ballot box top.
- If a recyclable ballot box is used, check the bottom flaps and ensure that no ballot paper is stuck between flaps.
- If separate ballot boxes are used for each office or matter, then the boxes can remain sealed until the DRO is ready to count the ballots for that office or matter.
- If the ballots for all offices or matters are in one ballot box, then the ballot box is opened, and the ballots are emptied onto the table and sorted according to each office or matter for which a poll was granted. The ballot for each office or matter is a different colour.

Procedure for Fewer than 10 Votes for a School Board Office

- As soon as the poll closes, the DRO must determine if there are **9 or less** votes cast for any school board office (regional/district school board, African Nova Scotian member of the school board, or CSAP) that were voted on at the polling station.

- To protect the secrecy of the vote, if the ballots cast are 9 or less, these ballots are **not counted** at the polling station. They are sealed in an envelope and delivered to the returning officer after the count with the statements of poll and all the other polling station materials.

- Where school board ballots are in one ballot box, the DRO sorts and counts the ballots without unfolding them to determine if there are fewer than 10 ballots cast for a school board member.

- Where the school board ballots have been placed in a separate ballot box, the DRO also determines if there are fewer than 10 ballots by counting the ballots without unfolding them. The number of voters can also be determined by checking the "Voted For..." column in the Record of Poll in the poll book. For each school board office with 9 or less votes, the DRO must take the following steps:
  1. Complete the statement of poll in Form 34A
  2. Seal the statement of poll and the ballots in an envelope, on which the DRO has written
     - the number of ballots in the envelope
     - the office for which the ballots have been cast
  3. Initial and/or sign the seal, and have the poll clerk and any others present in the polling station sign the seal, if they wish.

Step 7: **Count the Ballots**

Remember:

- DRO is responsible for, and in charge of, the counting of the ballots.

- Do not let anyone rush you. Handle each ballot in such a way that others present can see how it was marked, but DO NOT pass the ballot paper around.

In the counting process:

- Unfold one ballot paper at a time, and make sure that your initials are on the back.

- If you decide that the ballot is to be counted, the DRO calls out the name of the candidate marked on the ballot, or if there is a plebiscite, the answer to the question voted on.

- For each candidate or plebiscite answer the DRO call, the poll clerk records the vote on the tally sheet. Others with tally sheets may also record the vote.

- Place the ballot papers counted for each candidate or plebiscite matter in a separate pile on the table, or if there is more than one candidate or matter on the ballot, keep the ballots together in one pile.
- The provincial Sunday shopping plebiscite (2004) ballots are kept together in one pile.

Ballots Which are to be Counted:

- Acceptable ballot markings are an "X", a cross "+" or a check mark "✓" within the small circular space on the ballot to the right of the name of the candidate that the elector wishes to vote for, or if it is a plebiscite question, to the right of the answer to the question.
- Ballots which can be marked for more than one candidate are to be counted even if the voter does not indicate as many choices as are permitted. For example, if the voter can vote for not more than four candidates, but chooses to vote for only one of them, the ballot is still counted.

"Irregular ballots" can be counted:

- **Ballots with the counterfoil still attached**. In that case, in full view of all present, you conceal the number of the counterfoil, do not examine it yourself, and then remove it and destroy it.
- **Ballots without the initial of the DRO**. If you are satisfied that the ballot is one that you supplied, place your initials on it and proceed to count it, unless you determine that it should be rejected for another reason.

Counting the Provincial Sunday Shopping Plebiscite (2004) ballots:

- The provincial Sunday shopping plebiscite (2004) is a two-part question. An elector can answer one or both questions. A ballot with only one of the two questions answered is counted.
- When counting the ballot, DRO calls out the answer marked for the first question. The poll clerk records the answer to that question on the tally sheet (Form 36).

- The DRO then calls out the answer marked for the second question. The poll clerk records the answer to that question on the tally sheet (Form 36).

- If no answer is marked for one of the two questions, the DRO states that. The poll clerk records the answer marked for the other question on the tally sheet (Form 36).

- If the answer to one of the two questions is marked in such a way that the answer cannot be counted, the answer to the other question is recorded by the poll clerk on the tally sheet (Form 36).

Rejection of a Ballot

- The following ballots must be rejected:

  - ballots that have not been supplied by the DRO
  - ballots that have not been marked for any candidate or any answer to a question for a plebiscite ballot
  - ballots on which votes have been given for more than the number of candidates to be elected
  - ballots that have not been marked within the circular space on the ballot paper at the right of the name of the candidate or answer to a question; except that, no ballot shall be rejected by reason that the mark is partially outside the circular space, where there is no uncertainty for which candidate or candidates the voter has voted or which answer to a question is chosen
  - ballots that have not been marked by an "X", a cross, a check mark or a facsimile thereof
  - ballots that have been so marked as to render it uncertain for which candidate or candidates the voter has voted
  - ballots upon which there is any writing or mark by which the voter can be identified, or that has been so torn, defaced or otherwise dealt with by the voter that the voter can be identified

- No ballot is rejected because of any word, letter or mark written or made or omitted to be written or made by the DRO.

- Where you decide to reject a ballot, write "rejected" on the back of the ballot and initial the endorsement.

Rejection of a Ballot for the 2004 Provincial Sunday Shopping Plebiscite

- For the 2004 provincial plebiscite, reject a ballot completely on which the elector has made a mark by which the voter can be identified, or has been so torn, defaced or otherwise dealt with by the voter that the voter can be identified.

Objections:

- Anyone present may object to your decision to count or reject a ballot.
- Consider the objection, but remember that you have the final decision on whether the ballot is to be counted or rejected.
- For each objection, make a note of the objection by
    - numbering the objection consecutively on Form 46 in the poll book
    - recording the nature of the objection
    - writing the same consecutive number and your initials on the back of the ballot in question
- If you count a ballot objected to, place it with the other ballots for the candidate.
- If you reject a ballot objected to, place the ballot in the envelope for rejected ballots.
- If anyone present objects to the rejection, add the words "rejection objected to" on the back of the ballot, and also initial that endorsement. **Remember, the DRO decides on the objection raised.**

Step 8: Completing the Statement(s) of Poll

- Once the count for each office or matter is complete, complete the statement of poll for that office or matter prior to commencing the count for the next one, using the records from the tally sheet that has been kept by the poll clerk.
- Sufficient copies of the statement of poll must be completed so that

each representative or agent of a candidate who is present can have one, if requested.

- **One copy of the statement of poll must be left in the poll book**.
- The statements of poll are signed by the DRO and poll clerk, and any others present who may wish to do so.

Securing the Election Materials

- Once the statements of poll have been completed, the election materials must be secured.
- The following steps must be taken:
  - Where ballots are marked for only one candidate or matter, place the ballots in separate envelopes for each candidate or matter.
  - Where ballots are marked for more than one candidate or matter, place the ballots in one envelope.
  - Place the 2004 provincial plebiscite ballots in the envelope provided.
  - Place the **rejected ballots** in one envelope.
  - Write on each envelope:
    the contents (e.g. ballots for _______)
    the number of ballots enclosed
    the serial number of the seal used to seal the ballot box
  - Sign and seal each envelope and have the poll clerk and anyone else present who wishes to also sign across the flap of the envelope, so that the envelope cannot be opened without disturbing the signatures.
  - **Set aside and DO NOT PLACE IN THE BALLOT BOX:**
    - any envelopes containing school board ballots that must be counted along with the partially completed statement of poll
    - the statements of poll
    - the poll book

- **Place the following in the ballot box:**
    - the ballot envelopes (except any envelopes containing school board ballots that must be returned to the RO for counting)
    - the list(s) of electors
    - all other materials used at the polling station (except the statements of poll and the poll book)

- Return these items to the returning officer in accordance with his/her directions.

CHAPTER 7

NOTES FOR ADVANCE POLL DEPUTY RETURNING OFFICERS AND POLL CLERKS

Opening the Advance Poll

- The advance poll opens at 12:00 noon sharp on both advance poll days.

Closing the Advance Poll After the First Advance Poll Day

- The advance poll closes at 8:00 p.m. sharp.
- At the close of the first advance poll day, the DRO places a paper seal over the opening of the ballot box.
- The DRO and the poll clerk initial the seal, and allow any candidate or agent who is present to initial the seal if they wish.
- The unused ballots, the ballot stubs, and the envelope containing the cancelled ballots must be put in an envelope which is sealed and initialed by the DRO, the poll clerk and any candidates or agents. The other voting materials, including the poll book, can also be secured in this envelope.
- This envelope must be securely fastened to the ballot box.
- The voting materials are kept secure until the second advance poll day in the manner and at the location that the returning officer directs.

Opening the Advance Poll on the Second Advance Poll Day

- The DRO and poll clerk remove the paper seal from the ballot box, and remove the voting materials that were in the envelope attached to the ballot box.
- They can then begin to receive the votes of the electors.

Voting at the Advance Poll

- There is no proxy voting at the advance poll.

Closing the Advance Poll on the Second Advance Poll Day

- The advance poll closes at 8:00 p.m. sharp.
- The same procedures that are used to close the poll after the first advance poll day are followed.
- In addition, the DRO must complete Form 37, the List of Persons Who Voted at the Advance Poll.
- At this point, take the ballot box and voting materials to a place for safekeeping until election night, when the ballots are to be counted, following the instructions from your returning officer.

Counting the Ballots

- The ballots are counted after the close of the polls on election day, at the place identified by the returning officer.

CHAPTER 8

MOBILE POLL DROs/POLL CLERKS AND PROCEDURES FOR VOTING IN LONG-TERM CARE FACILITIES

Opening the Mobile Poll

- The mobile poll opens sharp at the designated time.

Closing the Mobile Poll After the First and Subsequent Stop(s)

- Close the poll sharp at the designated time.
- DRO places a paper seal over the opening of the ballot box.
- The DRO and the poll clerk initial the seal, and allow any candidate or agent present to initial the seal if they wish.
- The voting materials must be secured to allow for transportation to the next stop or until it is time for counting. Unused ballots and the ballot stubs must be secured, along with the poll book and the other voting materials. Place them in an envelope, which is then sealed. The DRO and poll clerk can initial the seal, as can any candidates or agents who are present.

Opening the Mobile Poll at the Second or Subsequent Stop

- At the time fixed for the opening of the mobile poll, the DRO and poll clerk remove the seal from the ballot box and remove the voting materials that were sealed in an envelope.
- They can then begin to receive the votes of the electors.

Voting in Long-Term Care Facilities

- In order to take the votes of residents in a long-term care facility, the DRO can take the voting materials from room to room in the facility to take the votes of residents who cannot vote in person at the polling station.

- The DRO suspends temporarily the voting at the polling station in the facility by placing a sign to that effect in case anyone comes to vote during this time.

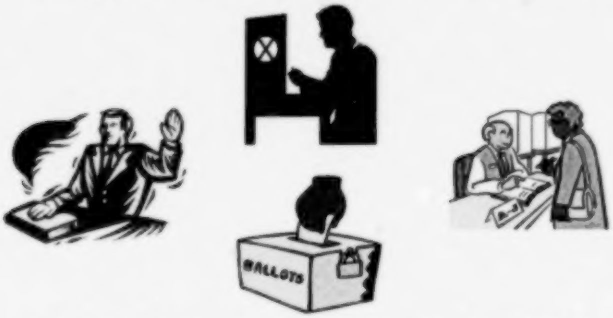
- The DRO and poll clerk take the ballot box, ballots, poll book and any other necessary documents from room to room.

- The DRO and poll clerk must be accompanied by an officer of the institution, and may be accompanied by one agent for each candidate as they go from room to room.

- Care must be taken so that the electors can vote secretly.

Municipal Elections Act
Handbook Resource Manual

Training for DROs & Poll Clerks Model



☞ **To Be Customized to Fit Your Municipal Unit**

(Special Thanks to the Municipality of Annapolis for Original Concept)

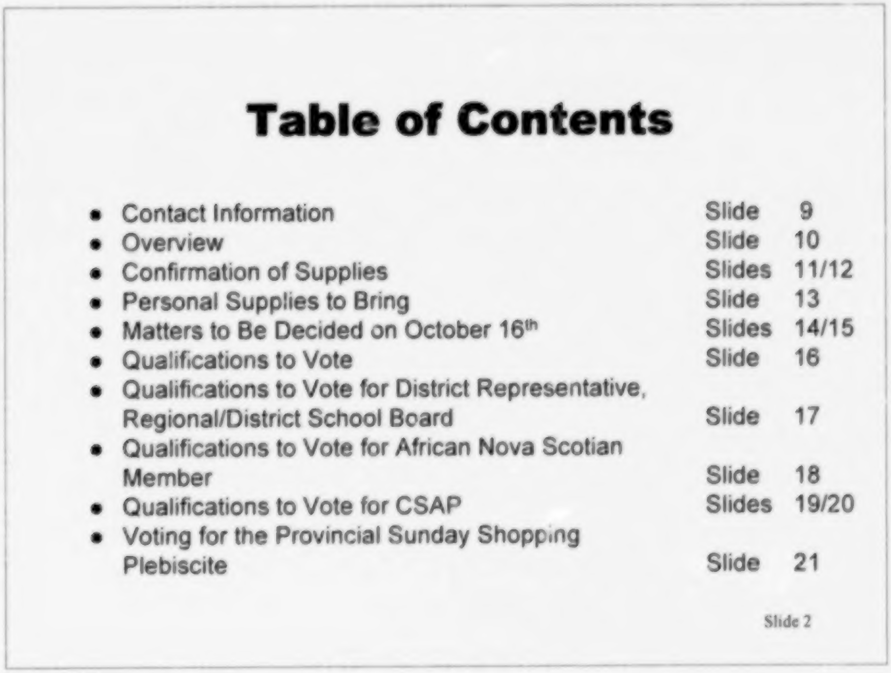
These slides and commentaries are provided as a sample training program and must be customized for training your DROs and poll clerks. Not all municipalities will find them useful, and it is certainly not expected that all returning officers will use them. This sample training program was prepared using Microsoft PowerPoint. Slides can be added or deleted as you deem necessary to suit your own election practices and specific elections that will be held in your municipality.

These slides are based on work done by Jacquie Farrow-Lawrence, Returning Officer for the Municipality of the County of Annapolis. We are very grateful to Jacquie for agreeing to share her expertise with her colleagues.

Training Session Tips

It is suggested that you administer the oath/affirmation for the DROs and poll clerks at the training session. The oath/affirmation is in the poll book. Decide the appropriate time for that function.

Try to seat the DROs and poll clerks for the same polling station together so that they get to know one another.



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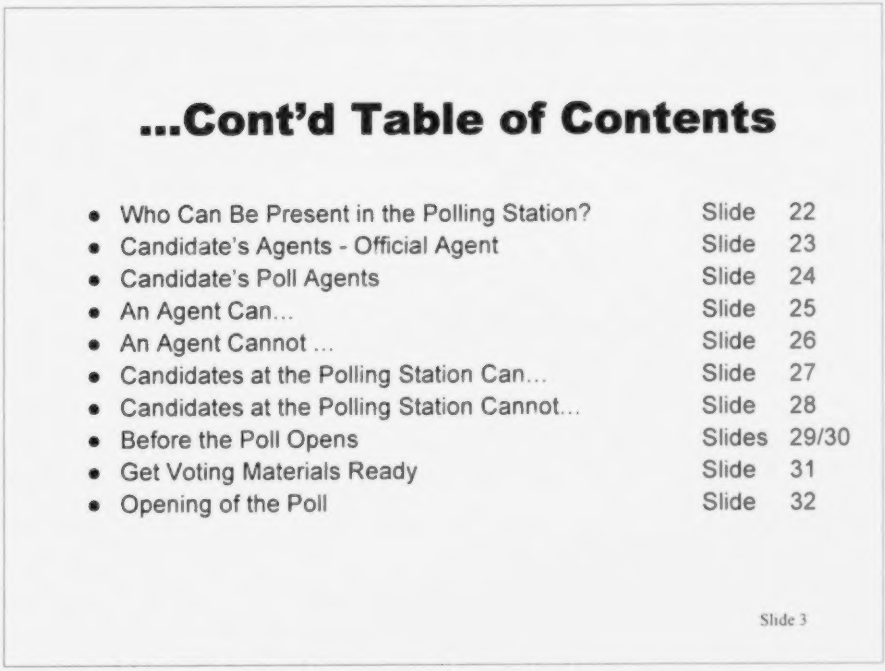

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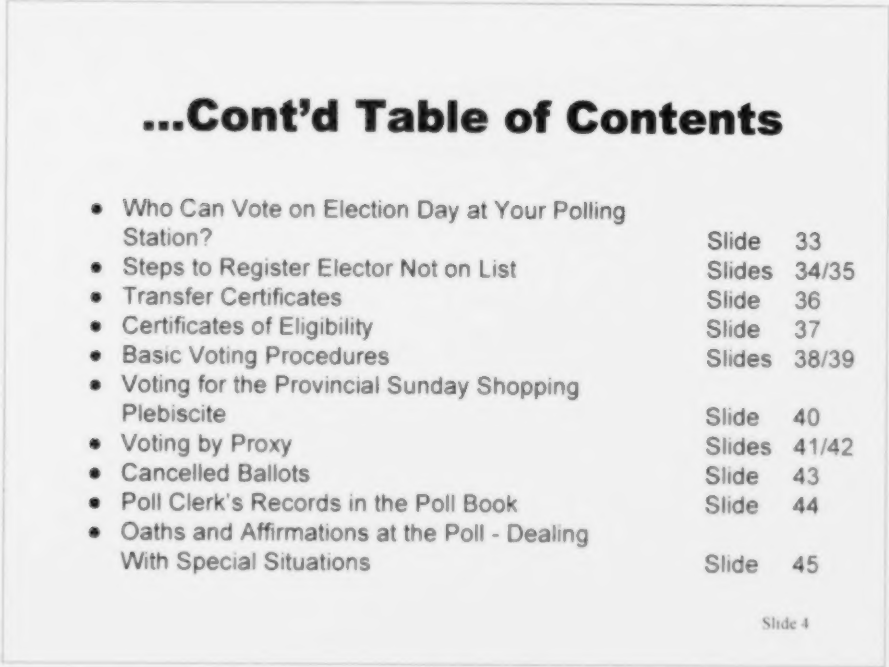

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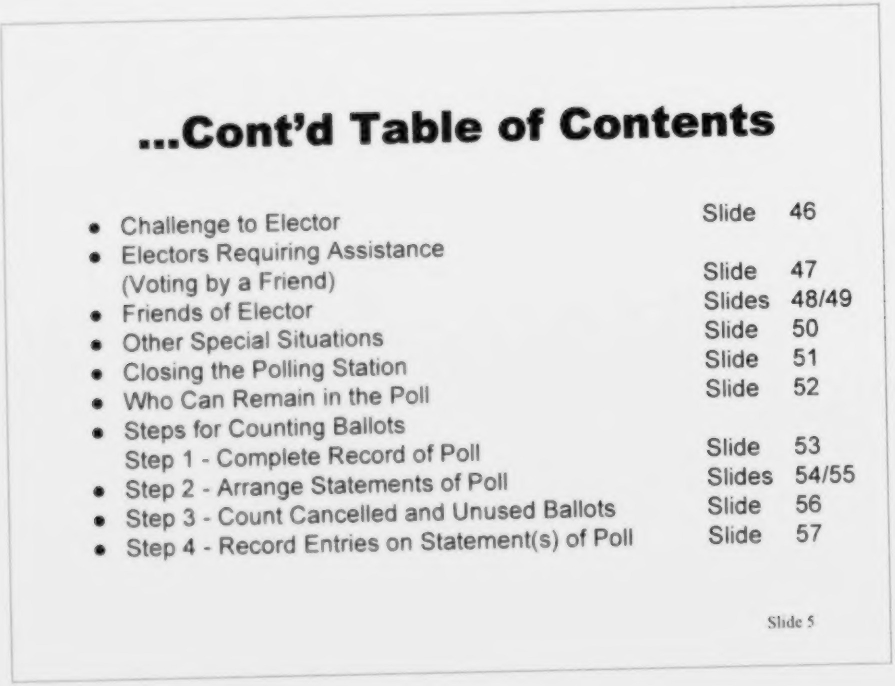

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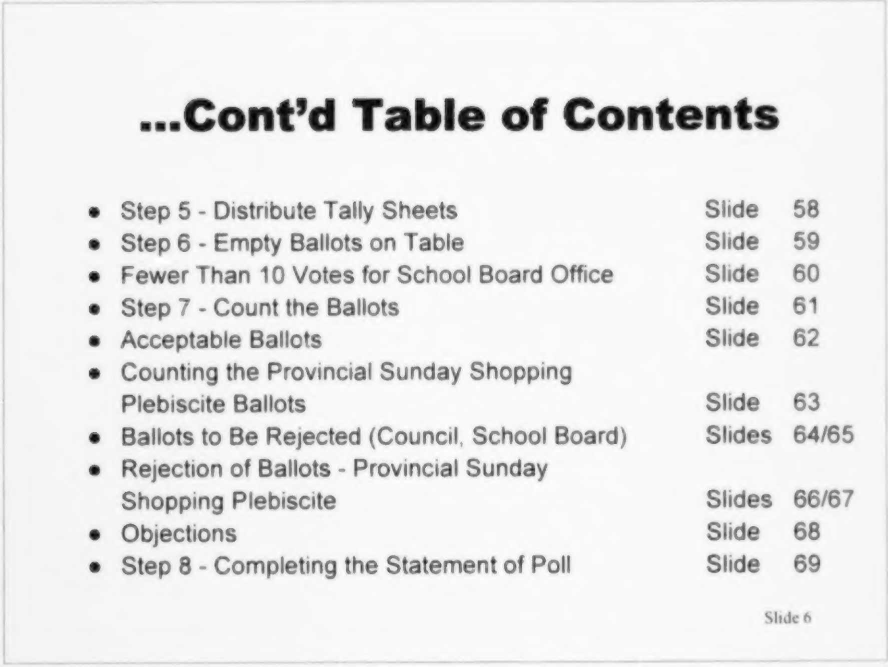

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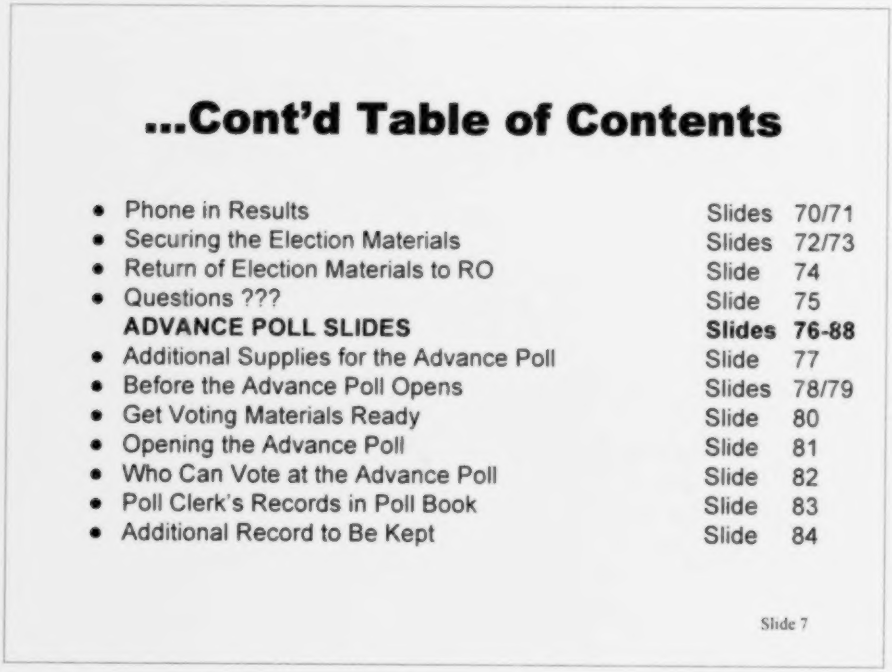

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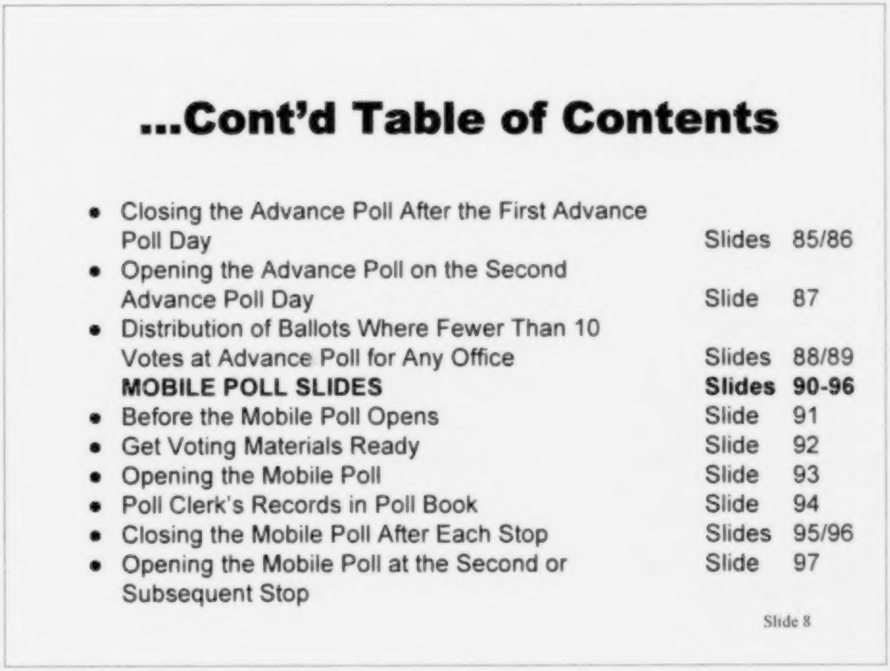

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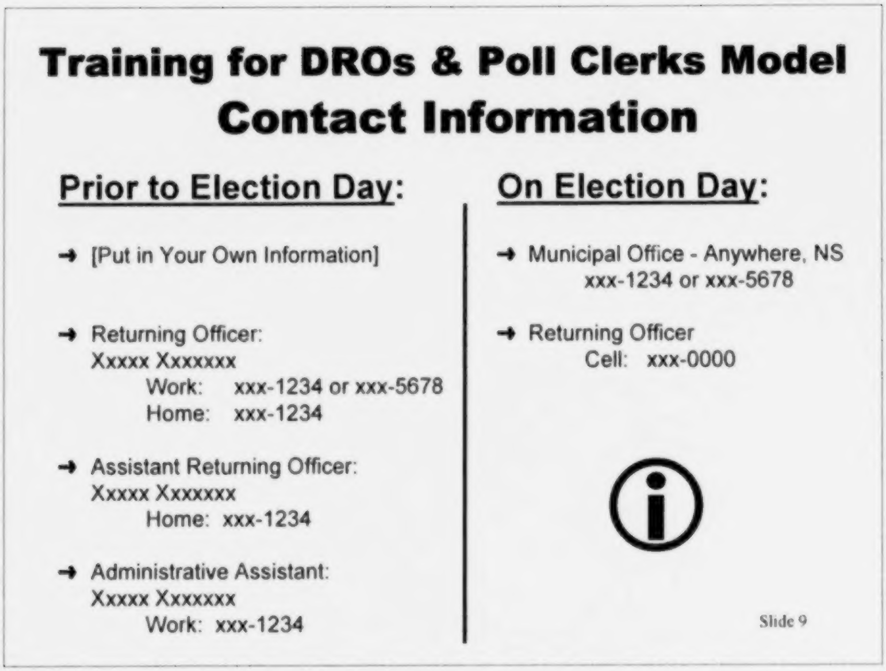


Training for DROs & Poll Clerks Model
Contact Information

Prior to Election Day:

- [Put in Your Own Information]
- Returning Officer:
  Xxxxx Xxxxxxx
  Work: xxx-1234 or xxx-5678
  Home: xxx-1234
- Assistant Returning Officer:
  Xxxxx Xxxxxxx
  Home: xxx-1234
- Administrative Assistant:
  Xxxxx Xxxxxxx
  Work: xxx-1234

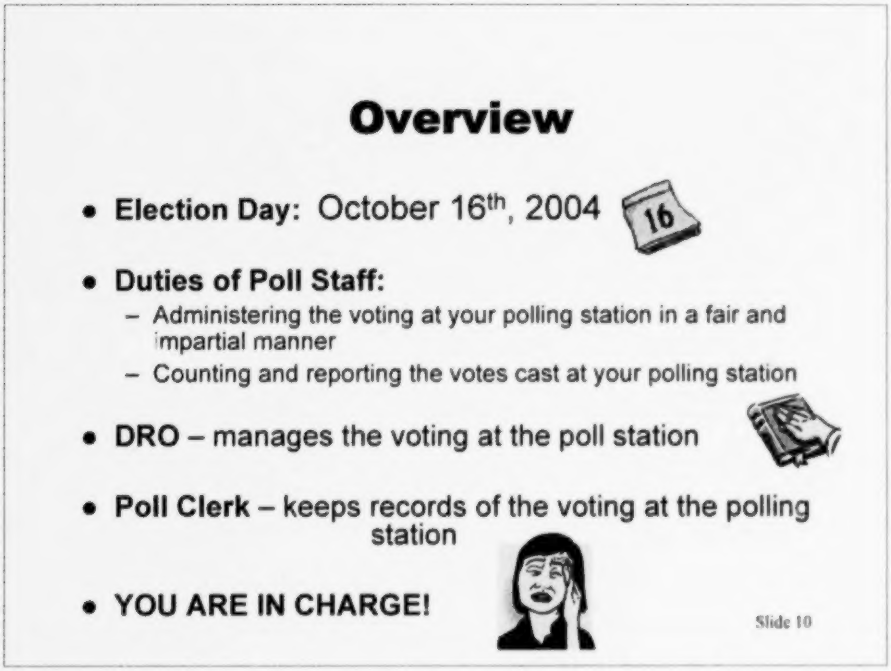
On Election Day:

- Municipal Office - Anywhere, NS
  xxx-1234 or xxx-5678
- Returning Officer
  Cell: xxx-0000

Slide 9

Include the names of everyone that the DROs and poll clerks will need to contact to have any questions answered, as well as when and where these individuals will be available.

If necessary, include a number that the DRO needs to call if the polling station is not open. It might also be helpful to have the DRO make contact with the custodian or other responsible individual ahead of time, both to ensure that the building will be open, and to provide an emergency contact if there is a problem.



Overview

- **Election Day:** October 16th, 2004
- **Duties of Poll Staff:**
  - Administering the voting at your polling station in a fair and impartial manner
  - Counting and reporting the votes cast at your polling station
- **DRO** – manages the voting at the poll station
- **Poll Clerk** – keeps records of the voting at the polling station
- **YOU ARE IN CHARGE!**

Slide 10

Introduction of responsibilities of DRO and Poll Clerk.

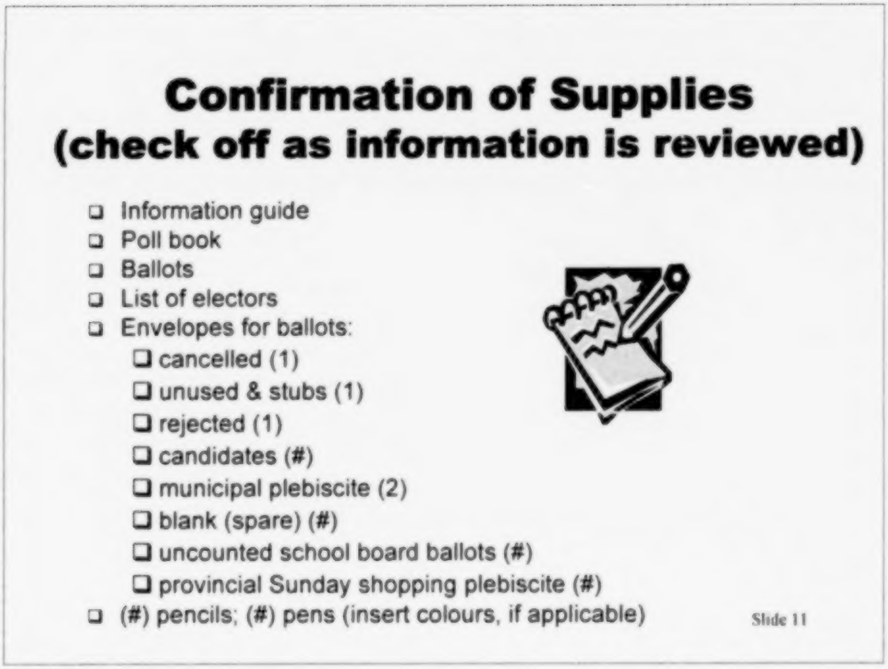
Key points: acting impartially

general outline of what the responsibilities entail

Opportunity to talk about the oath/affirmation and when it will be administered.

They are in charge of the polling station - not candidates or agents.

Be sure that they understand that municipal elections are not the same as federal or provincial elections; they must take the time to learn the proper procedures.



Confirmation of Supplies
(check off as information is reviewed)

- ☐ Information guide
- ☐ Poll book
- ☐ Ballots
- ☐ List of electors
- ☐ Envelopes for ballots:
  - ☐ cancelled (1)
  - ☐ unused & stubs (1)
  - ☐ rejected (1)
  - ☐ candidates (#)
  - ☐ municipal plebiscite (2)
  - ☐ blank (spare) (#)
  - ☐ uncounted school board ballots (#)
  - ☐ provincial Sunday shopping plebiscite (#)
- ☐ (#) pencils; (#) pens (insert colours, if applicable)

The slides contain the standard set of supplies that are required by the Act, as well as others that are commonly supplied.

Some hints:

•The "**information guide**" is intended to refer to whatever document you use to provide the DROs and poll clerks with a reference document for use at the poll. It could be the Guide from the Handbook, a list of "hints" or a brief reference for checking for problems during the voting.

•**List of electors**: some municipalities provide a list by civic address along with the alphabetical final list, as a quick reference.

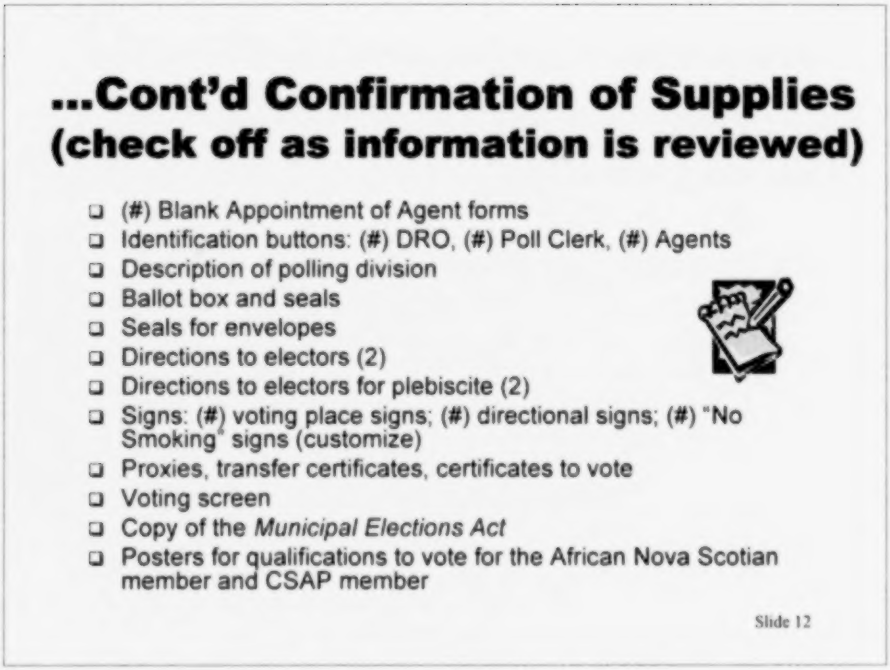
•The **envelopes** provided should only reflect the elections that will actually be taking place at the polling station.

•The **transfer certificates, certificates of eligibility and proxies** are only included for the polling stations affected.

•You may want to quickly review the contents of the **poll book**, as you will be referring to the various oaths/affirmations during the course of the presentation.

•The school board election **posters** need only be provided in the polling stations where these elections are taking place.

•Explain how you want the different colours of pens/pencils used, if you supply them in different colours. As examples, some municipalities use a particular colour to mark names off the list of electors.



...Cont'd Confirmation of Supplies (check off as information is reviewed)

☐ (#) Blank Appointment of Agent forms
☐ Identification buttons: (#) DRO, (#) Poll Clerk, (#) Agents
☐ Description of polling division
☐ Ballot box and seals
☐ Seals for envelopes
☐ Directions to electors (2)
☐ Directions to electors for plebiscite (2)
☐ Signs: (#) voting place signs; (#) directional signs; (#) "No Smoking" signs (customize)
☐ Proxies, transfer certificates, certificates to vote
☐ Voting screen
☐ Copy of the *Municipal Elections Act*
☐ Posters for qualifications to vote for the African Nova Scotian member and CSAP member

Slide 12

Add any other supplies that are provided for use in your polling stations, such as:

•call-in sheets (to record the results of the voting before calling in to the RO's office)

•map of polling division

•signs that may be included: voting place identification, directional signs, "no smoking", handicapped entrance

•expense forms

•list of communities in the municipality

•area covered by the school board, in case electors qualify to vote for school board but not council

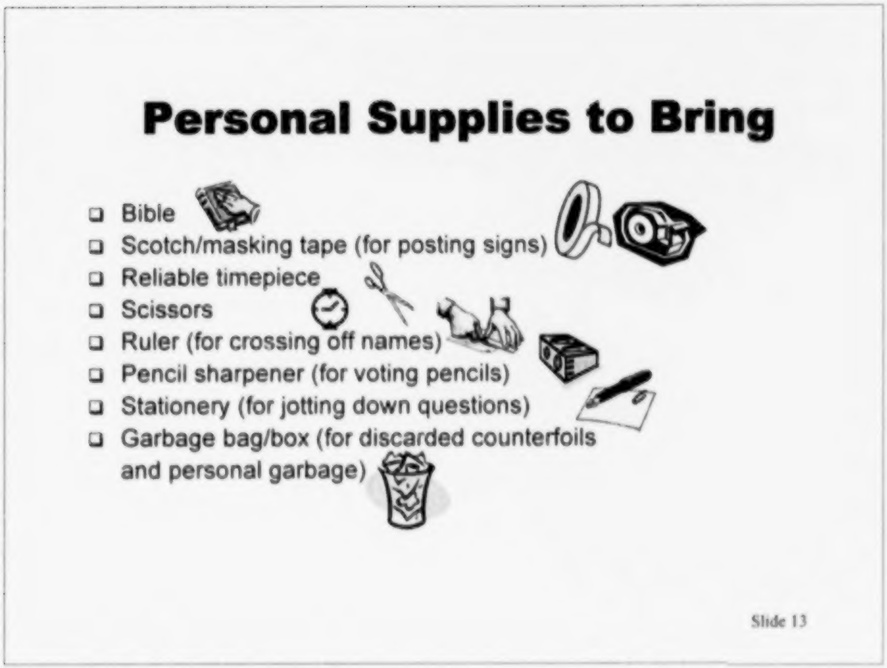
•some of the personal supplies that are listed in Slide 13 may be provided by some municipalities

•samples of how to fill in poll book

•sample ballots

•list of candidates for their polling station, and what offices they are running for

•summary sheet explaining the oaths/affirmations that have to be administered

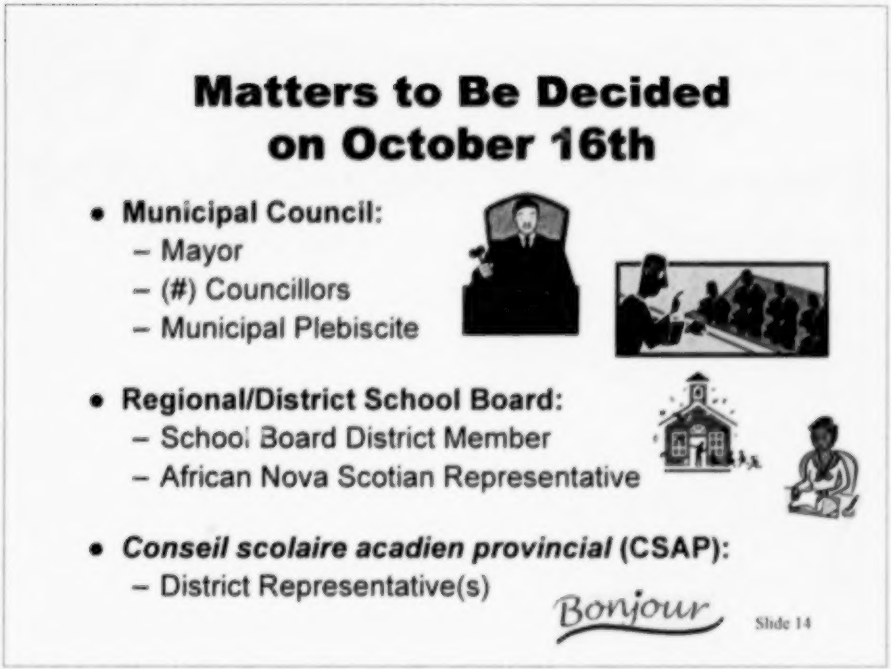


Personal Supplies to Bring

- ☐ Bible
- ☐ Scotch/masking tape (for posting signs)
- ☐ Reliable timepiece
- ☐ Scissors
- ☐ Ruler (for crossing off names)
- ☐ Pencil sharpener (for voting pencils)
- ☐ Stationery (for jotting down questions)
- ☐ Garbage bag/box (for discarded counterfoils and personal garbage)

Your municipality may either choose to supply these items or ask the poll workers to bring them.

Bible - either the Old or New Testament alone is sufficient.



Matters to Be Decided on October 16th

- **Municipal Council:**
  - Mayor
  - (#) Councillors
  - Municipal Plebiscite
- **Regional/District School Board:**
  - School Board District Member
  - African Nova Scotian Representative
- ***Conseil scolaire acadien provincial* (CSAP):**
  - District Representative(s)

Bonjour

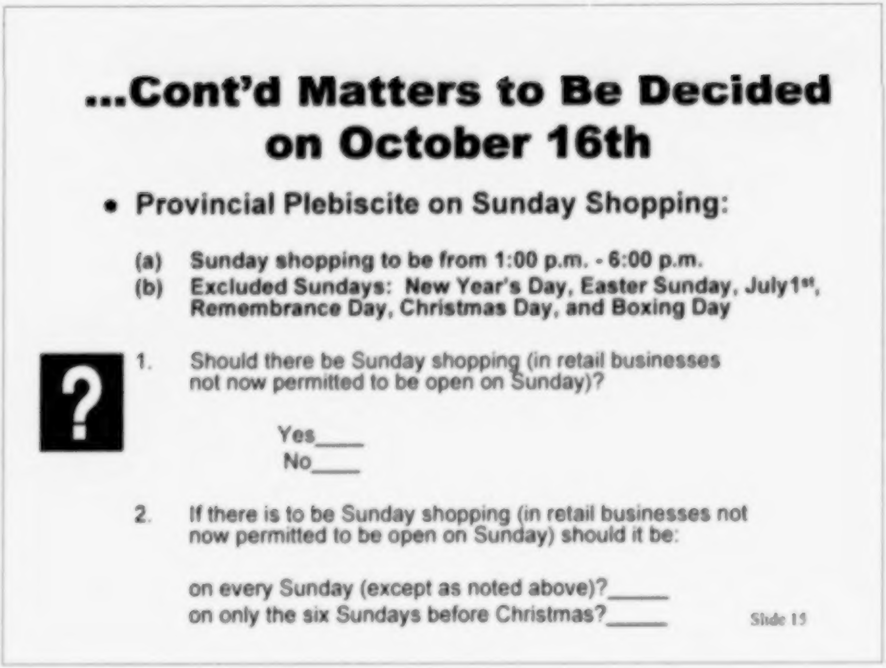
Slide 14

Customize the **council** offices to suit your municipality. Indicate whether the councillors will be elected by district or at large.

School board elections - if you have acclamations, you only need to mention the school board offices that will be elected in your municipality.

If you don't have a **municipal plebiscite**, remove the reference.

A printed table of offices might also be useful if your municipality is having a large number of elections.



...Cont'd Matters to Be Decided on October 16th

- **Provincial Plebiscite on Sunday Shopping:**

(a) Sunday shopping to be from 1:00 p.m. - 6:00 p.m.
(b) Excluded Sundays: New Year's Day, Easter Sunday, July1st, Remembrance Day, Christmas Day, and Boxing Day

?

1. Should there be Sunday shopping (in retail businesses not now permitted to be open on Sunday)?

Yes____
No____

2. If there is to be Sunday shopping (in retail businesses not now permitted to be open on Sunday) should it be:

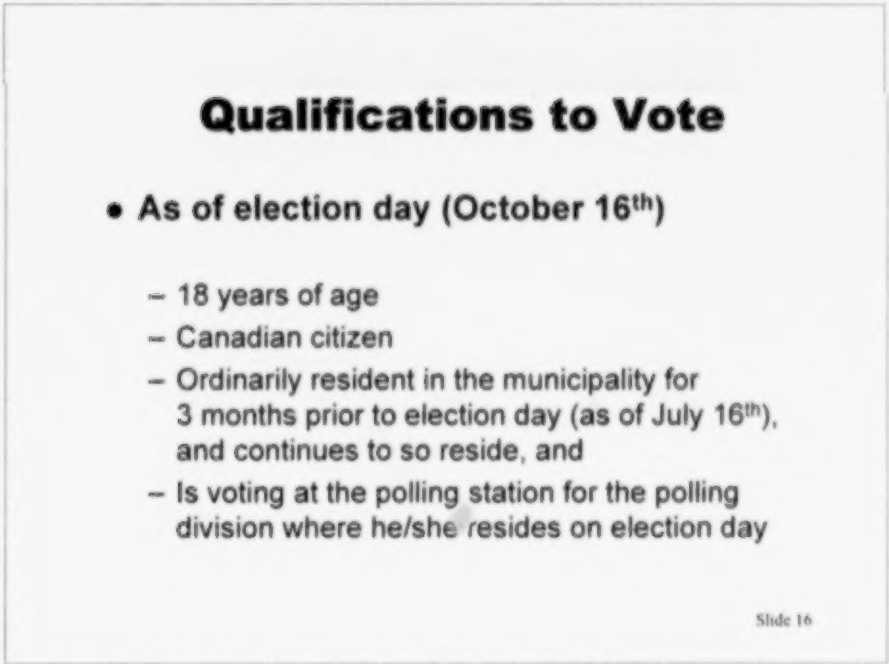
on every Sunday (except as noted above)?_____
on only the six Sundays before Christmas?_____

The **provincial Sunday shopping plebiscite** will be held at each polling station.

–The plebiscite ballot has a preamble, which explains that the hours of Sunday shopping, if passed, would be from 1:00 p.m. - 6:00 p.m., and that Sunday shopping would not be permitted on New Year's Day, Easter Sunday, July 1st, Remembrance Day, Christmas Day or Boxing Day.

There are 2 questions to be answered. The questions stand independently.

You may want to show them a copy of the ballot.

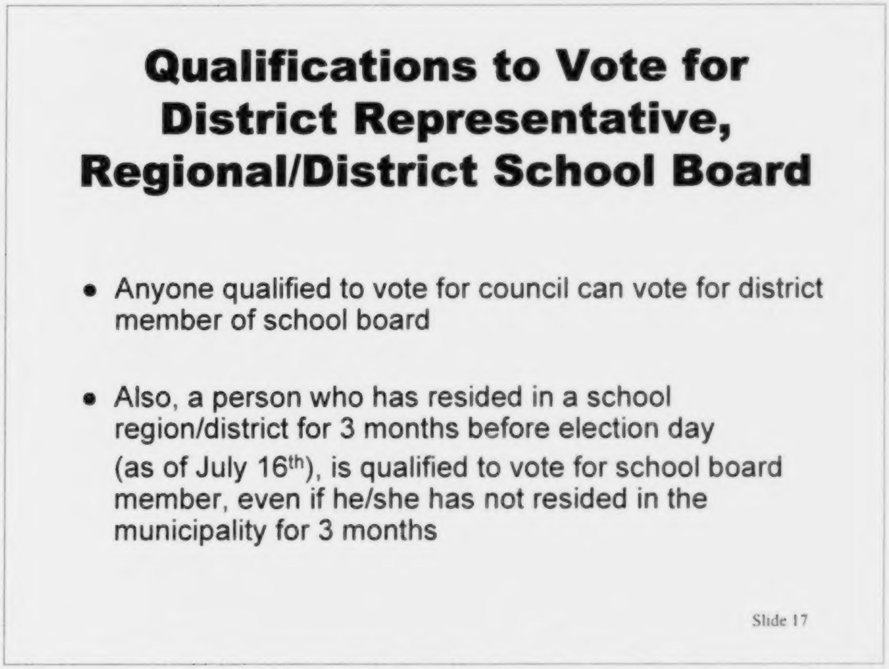


Qualifications to Vote

- As of election day (October 16th)
  - 18 years of age
  - Canadian citizen
  - Ordinarily resident in the municipality for 3 months prior to election day (as of July 16th), and continues to so reside, and
  - Is voting at the polling station for the polling division where he/she resides on election day

A person who meets these qualifications can vote for council, for a municipal plebiscite, for the school board district member and for the provincial plebiscite.

A person must vote at the polling station where he or she resides on ordinary polling day, even if their name appears on the list of electors at another polling station.



Qualifications to Vote for District Representative, Regional/District School Board

- Anyone qualified to vote for council can vote for district member of school board
- Also, a person who has resided in a school region/district for 3 months before election day (as of July 16th), is qualified to vote for school board member, even if he/she has not resided in the municipality for 3 months

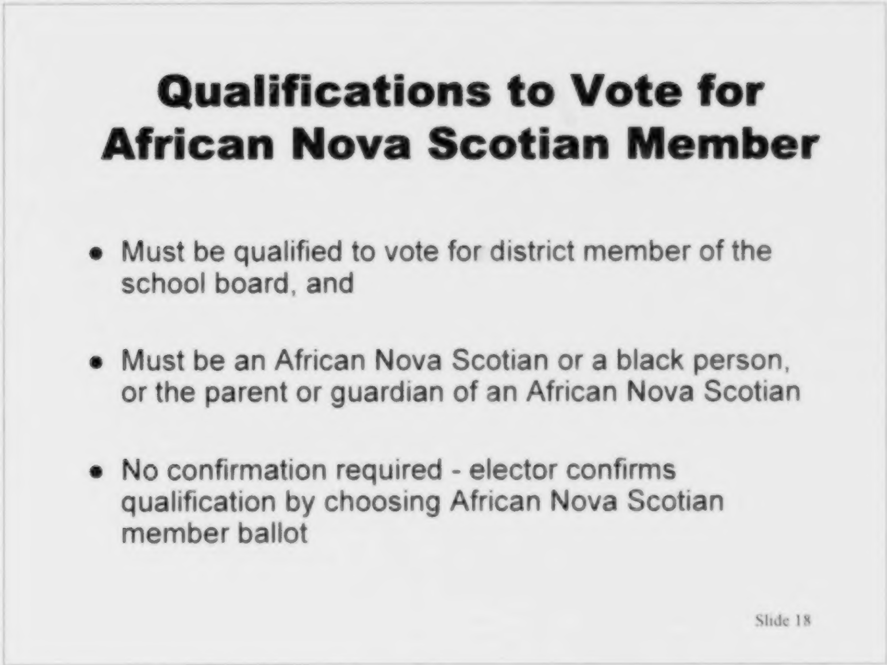
To avoid confusion, customize slide(s) to only deal with the school board offices that are being elected in your municipality.

Reiterate that the basic qualifications to vote in Slide 16 apply to these elections, with the exception that those electors who move within the school region in the 3 months prior to election day may vote for school board, even if they do not qualify to vote for council.

Explain the definition of "school region or district" - the area over which a school board exercises jurisdiction.

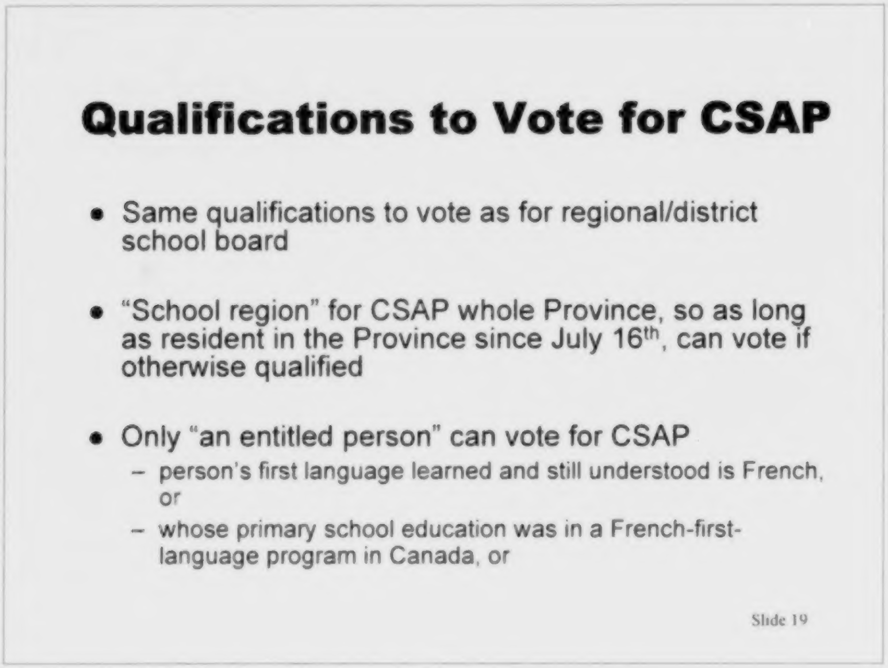
Explain that the electors who choose to vote for the African Nova Scotian member and CSAP do not need to either swear to or sign a statement respecting their qualifications to vote for the office.

Electors can only vote for one school board office.



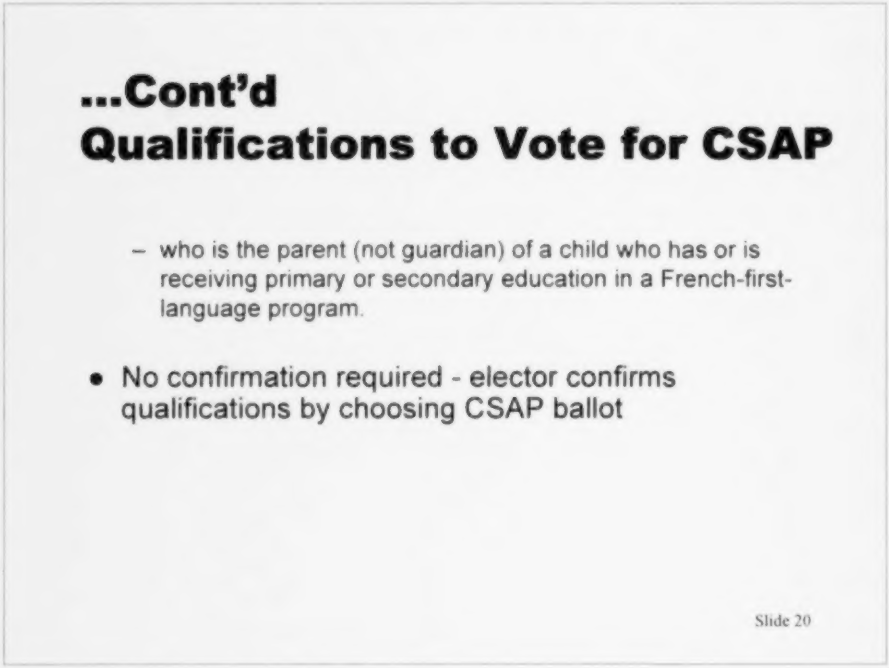
Qualifications to Vote for African Nova Scotian Member

- Must be qualified to vote for district member of the school board, and
- Must be an African Nova Scotian or a black person, or the parent or guardian of an African Nova Scotian
- No confirmation required - elector confirms qualification by choosing African Nova Scotian member ballot



Qualifications to Vote for CSAP

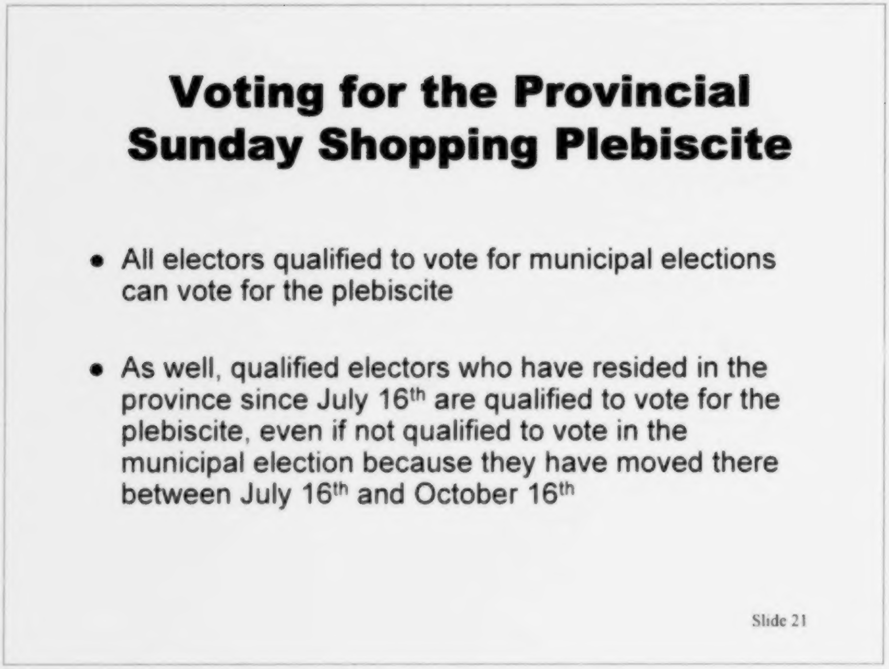
- Same qualifications to vote as for regional/district school board
- "School region" for CSAP whole Province, so as long as resident in the Province since July 16th, can vote if otherwise qualified
- Only "an entitled person" can vote for CSAP
  - person's first language learned and still understood is French, or
  - whose primary school education was in a French-first-language program in Canada, or



...Cont'd Qualifications to Vote for CSAP

  - who is the parent (not guardian) of a child who has or is receiving primary or secondary education in a French-first-language program.

- No confirmation required - elector confirms qualifications by choosing CSAP ballot



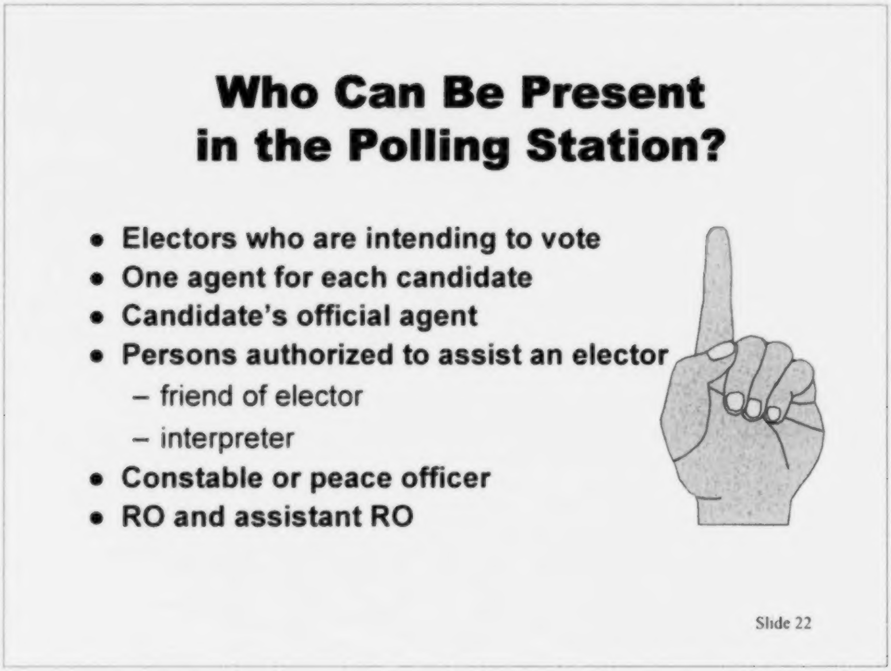
Voting for the Provincial Sunday Shopping Plebiscite

- All electors qualified to vote for municipal elections can vote for the plebiscite
- As well, qualified electors who have resided in the province since July 16th are qualified to vote for the plebiscite, even if not qualified to vote in the municipal election because they have moved there between July 16th and October 16th

Slide 21

There are no special qualifications for this plebiscite. All qualified electors can vote, as long as they have resided in the Province for 3 months.

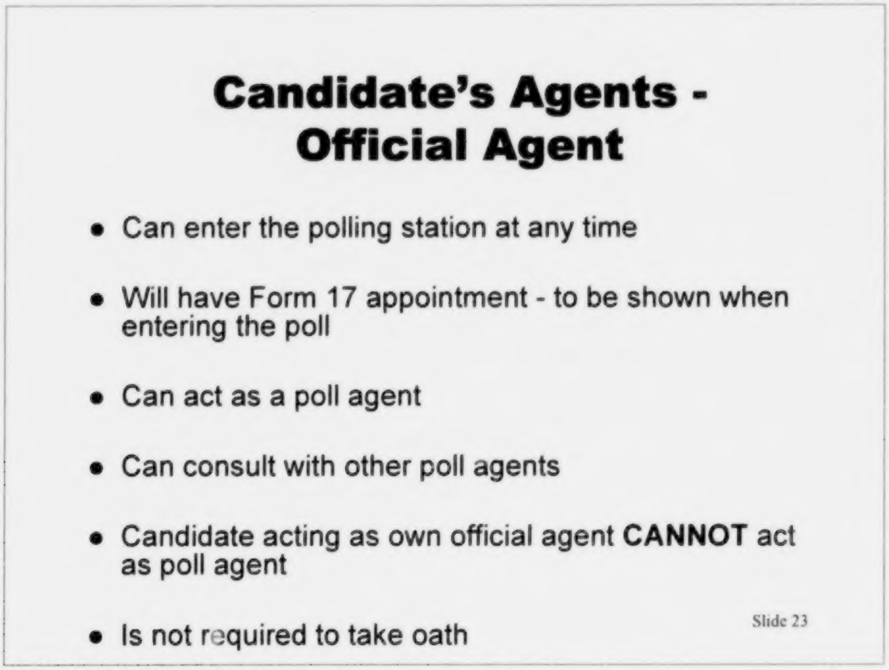
Electors must vote at the polling station where they reside on ordinary polling day, just as all other municipal electors do.



Who Can Be Present in the Polling Station?

- Electors who are intending to vote
- One agent for each candidate
- Candidate's official agent
- Persons authorized to assist an elector
  - friend of elector
  - interpreter
- Constable or peace officer
- RO and assistant RO

Indicate that the specific rights and responsibilities of these individuals will be discussed at greater length during the presentation.



Candidate's Agents - Official Agent

- Can enter the polling station at any time
- Will have Form 17 appointment - to be shown when entering the poll
- Can act as a poll agent
- Can consult with other poll agents
- Candidate acting as own official agent **CANNOT** act as poll agent
- Is not required to take oath

Slide 23

Candidates may have an official agent and also have poll agents who are present at the polling station.

OFFICIAL AGENT:

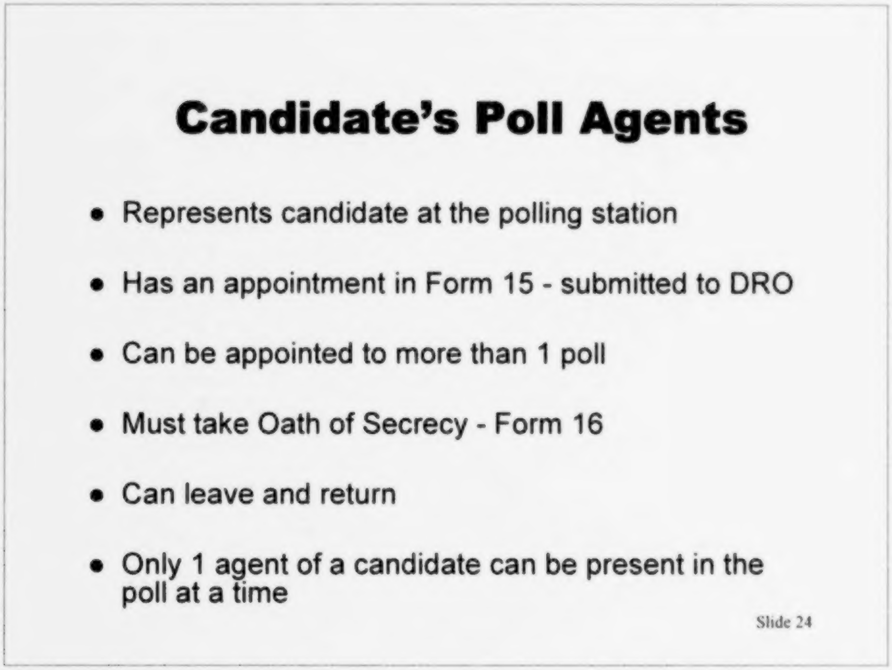
Official agent - not every candidate will appoint one; candidates can act as their own official agent.

Indicate whether your municipality issues some form of identification (such as a button) other than Form 17, to assist poll officials with recognizing the official agent.

Both the official agent and the poll agent can be present at the polling station at the same time.

Candidates acting as their own official agents cannot act as poll agents.

Official agents can act as poll agents without having to take the oath/affirmation in Form 16.



Candidate's Poll Agents

- Represents candidate at the polling station
- Has an appointment in Form 15 - submitted to DRO
- Can be appointed to more than 1 poll
- Must take Oath of Secrecy - Form 16
- Can leave and return
- Only 1 agent of a candidate can be present in the poll at a time

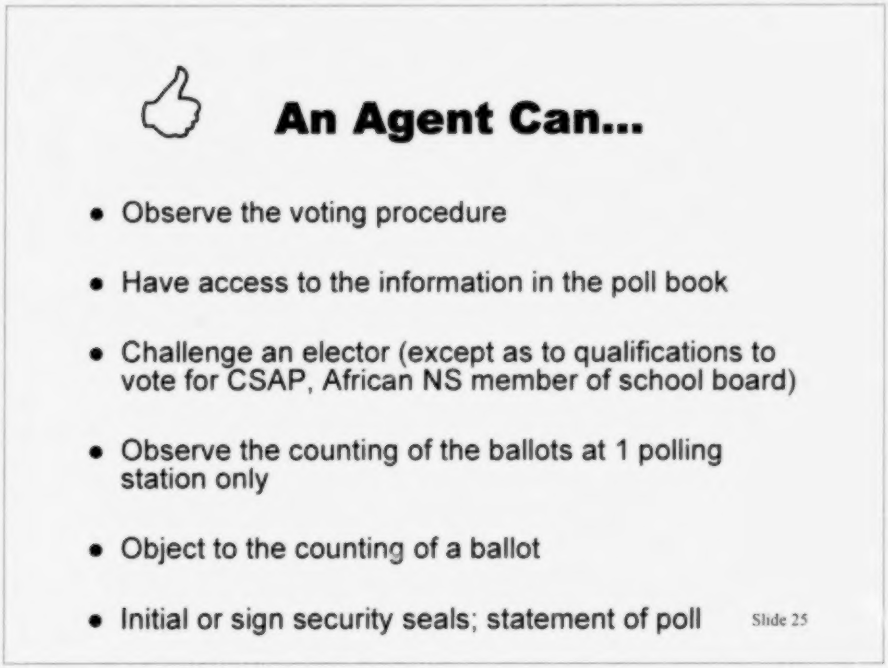
Agents can enter, leave and return to the polling station(s) to which they have been appointed at will, as long as there is only one agent present at the polling station at a time.

Since they must surrender their appointment in Form 15 at the poll, the DRO must take care to keep it safe if the agent leaves, in case the agent wishes to return later in the day.

Remind them that each poll agent must take the Oath of Secrecy in the poll book (Form 16) prior to being allowed to be present in the poll.

Only 1 poll agent can be present at a time, although both the official agent and a poll agent can be present at the same time.

No agents will be present to represent either side for the provincial plebiscite.



An Agent Can...

- Observe the voting procedure
- Have access to the information in the poll book
- Challenge an elector (except as to qualifications to vote for CSAP, African NS member of school board)
- Observe the counting of the ballots at 1 polling station only
- Object to the counting of a ballot
- Initial or sign security seals; statement of poll

Instruct your DROs and poll clerks about where the agents will be seated in your polling stations, either at the table or somewhere else in the polling place.

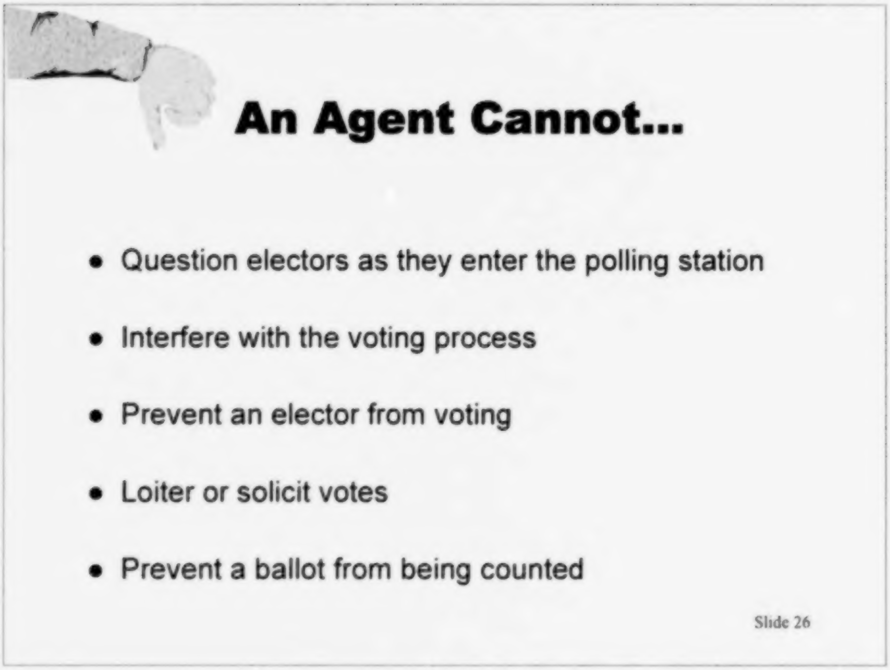
Agents cannot set up "checkpoints" or try to glean information about electors as they enter the polling place.

The general principle is that an agent is present in the polling station to represent the candidate by observing the voting process.

In carrying out that responsibility, agents can observe the process. One of the things that they do is to keep track of who has voted, so that they can determine if the candidate's known supporters have voted.

If they have missed a portion of the voting, they have the right to ask for the poll book information, but they cannot interrupt the voting process to do so.

An agent can ask an elector to take the Oath of Qualification (Form 24 in the Poll Book). They cannot routinely question everybody, and they cannot prevent someone from voting.



An Agent Cannot...

- Question electors as they enter the polling station
- Interfere with the voting process
- Prevent an elector from voting
- Loiter or solicit votes
- Prevent a ballot from being counted

No challenge can be made to the qualifications of electors who choose to vote for CSAP or African NS member of the school board.

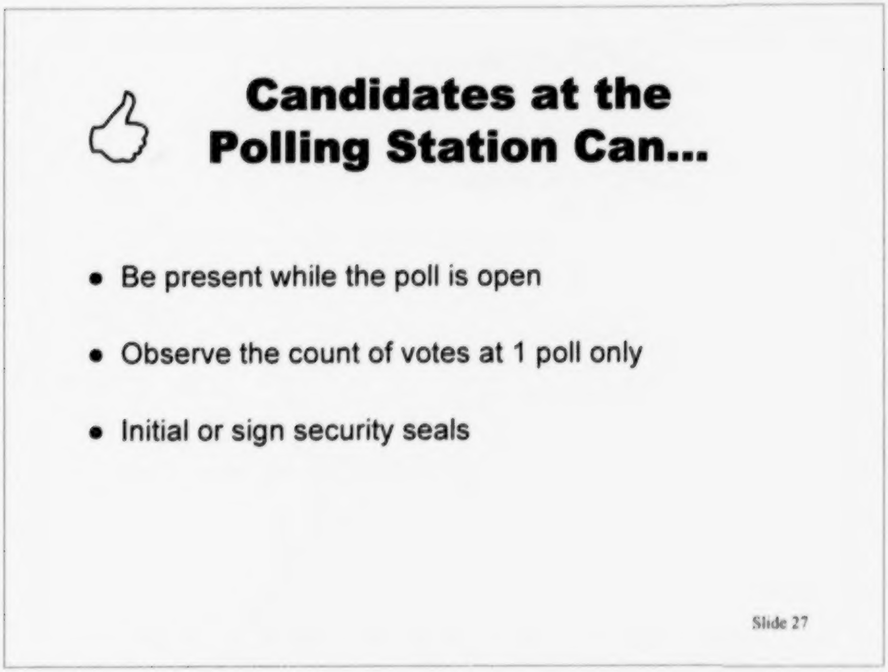
They can witness the count of the ballots at one polling station. If there is more than one polling station in a polling place, they cannot move from station to station to witness different counts.

They can object to the counting of a ballot, but cannot prevent it from being counted if the DRO is of the view that it should be counted.

They can sign any seals following the count, if they choose to.

You may wish to mention the concept of inside/outside agents. There is no distinction in the legislation. All agents require an appointment to the polling station.

Mention that they can be ordered away by the DRO if they loiter or solicit votes within 200 feet of the polling station.



Candidates at the Polling Station Can...

- Be present while the poll is open
- Observe the count of votes at 1 poll only
- Initial or sign security seals

Candidates can be present in the polling station while the poll is open.

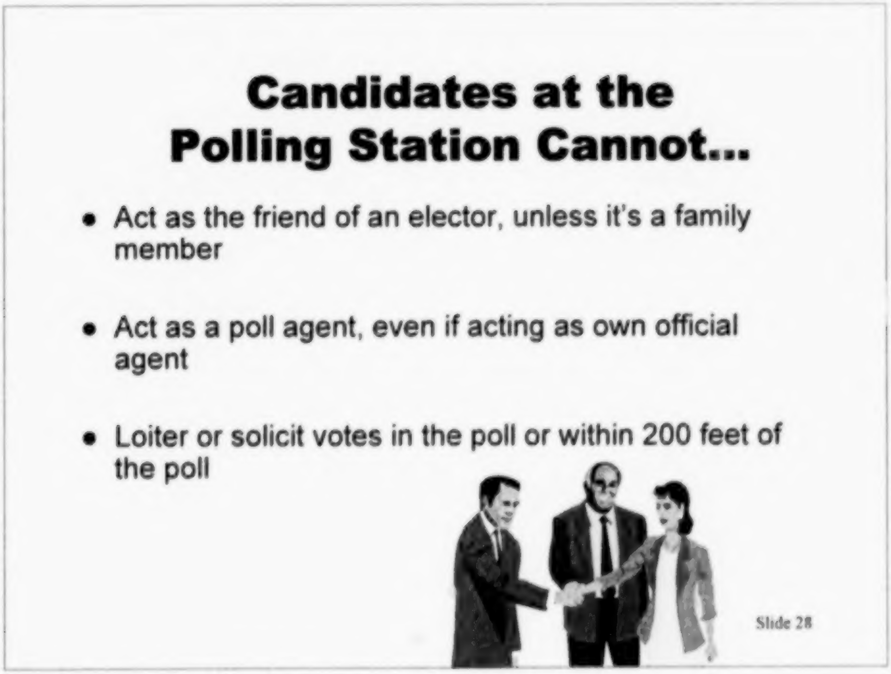
They **CANNOT** act as poll agents, if they are acting as their own official agent.

They cannot loiter or solicit votes in the polling station, or within 200 feet of the polling station. DRO can order them to move away.

They can be present in only 1 polling station for the count of the votes. They cannot move from station to station.

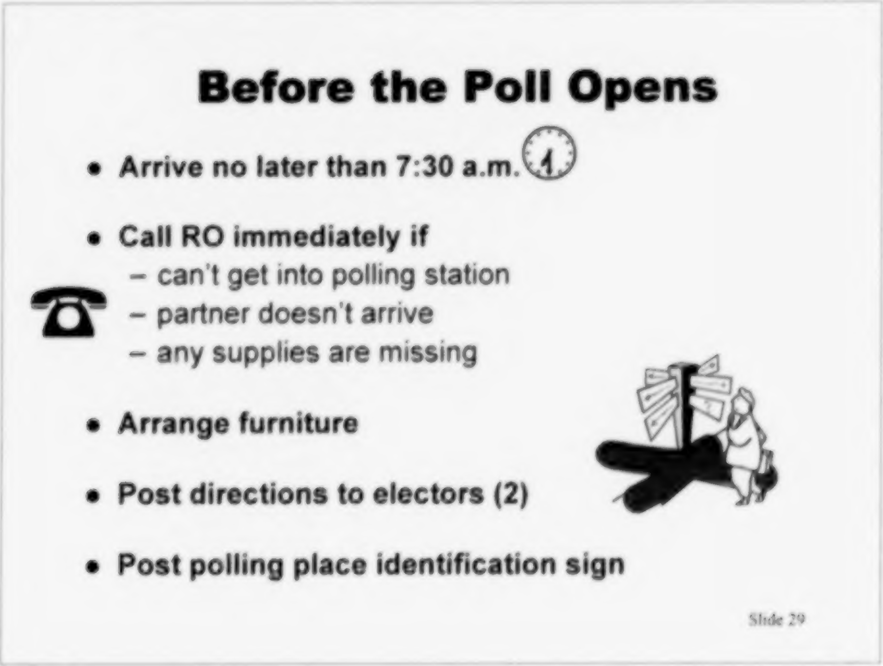
They can only act as the friend of an elector for one of their relatives (See Slide 48).

They can sign the security seals if they wish.



Candidates at the Polling Station Cannot…

- Act as the friend of an elector, unless it's a family member
- Act as a poll agent, even if acting as own official agent
- Loiter or solicit votes in the poll or within 200 feet of the poll



Before the Poll Opens

- **Arrive no later than 7:30 a.m.**
- **Call RO immediately if**
  - can't get into polling station
  - partner doesn't arrive
  - any supplies are missing
- **Arrange furniture**
- **Post directions to electors (2)**
- **Post polling place identification sign**

Slide 29

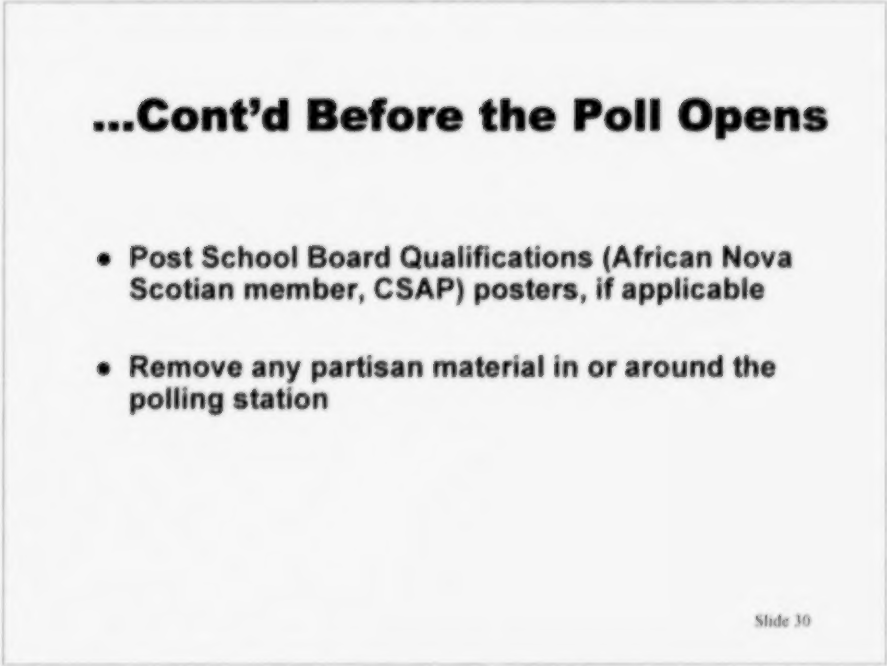
7:30 a.m. is the time suggested for arrival at the polling station. However, you can change this time to suit your circumstances.

Be sure that you mention the number that you want them to call if they experience any problems getting into the polling place, or if one of them does not show up. In that context, you may want to review the responsibility of the poll clerk to act as the DRO, and to appoint another poll clerk.

Explain about the 2 Directions to Electors posters - Forms 23 and 23A.

Instruct them on where you want the polling place identification signs to be placed.

Instruct them on where you want the posters for the African Nova Scotian member and/or CSAP elections placed (if applicable to your municipality).



...Cont'd Before the Poll Opens

- **Post School Board Qualifications (African Nova Scotian member, CSAP) posters, if applicable**
- **Remove any partisan material in or around the polling station**

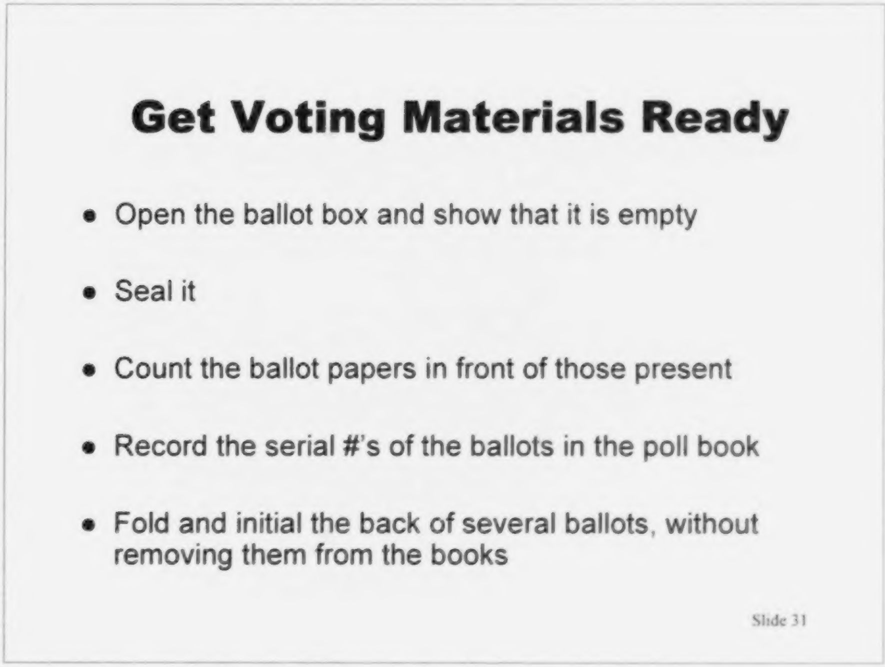
Tell them how you want the furniture arranged for the voting:

table for DRO, poll clerk, ballot box
table for voting screen
how you want the chairs arranged to accommodate the agents.

The voting screen must be placed to ensure that the elector can vote secretly.

Instruct them on how to assemble and seal the ballot box that you use.

Synchronize watches so that poll opens and closes on time.



Get Voting Materials Ready

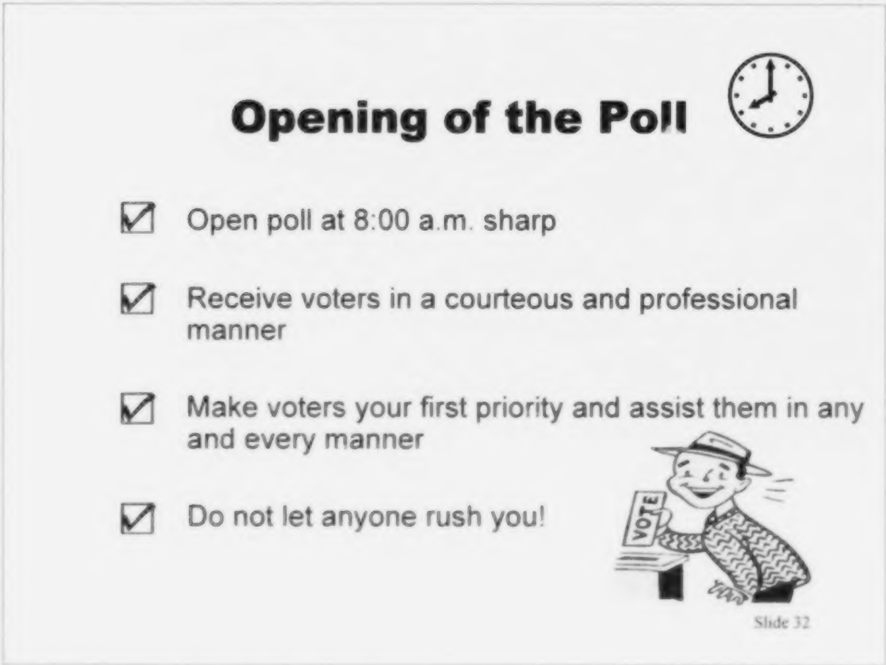
- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books

Intended to remind them of the steps that should be followed to ensure that the ballot box is properly set up and sealed.

The ballots must be checked and a sufficient number initialed by the DRO in case there is a rush to vote when the poll opens.

Candidates and/or agents can be present to witness the opening of the poll.

It is suggested that the DROs affix their initials to the first 10-15 ballots so that they are ready when the poll opens.



Opening of the Poll

☑ Open poll at 8:00 a.m. sharp

☑ Receive voters in a courteous and professional manner

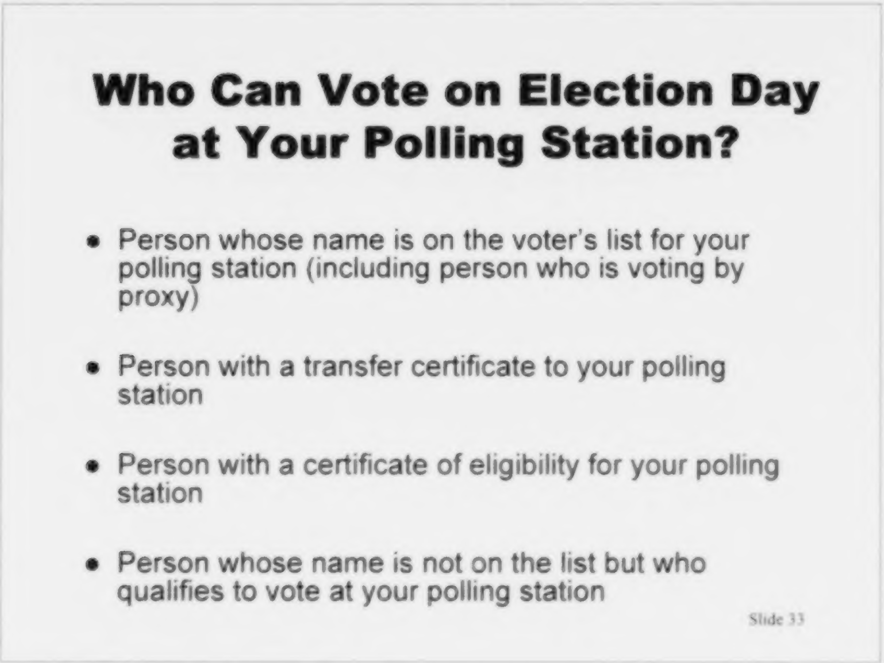
☑ Make voters your first priority and assist them in any and every manner

☑ Do not let anyone rush you!

Slide 32

Remind them of the time that the poll opens.

If there are electors waiting to vote, be sure that they react calmly, so that the procedures are properly followed.

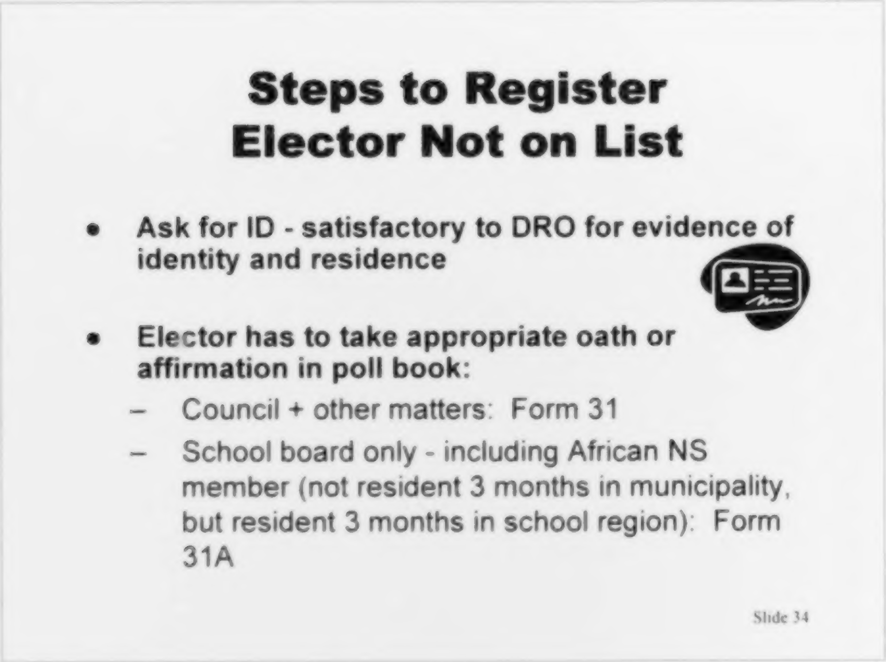


Who Can Vote on Election Day at Your Polling Station?

- Person whose name is on the voter's list for your polling station (including person who is voting by proxy)
- Person with a transfer certificate to your polling station
- Person with a certificate of eligibility for your polling station
- Person whose name is not on the list but who qualifies to vote at your polling station

Indicate that the procedure for electors to be added to the list of electors is in Slides 34 and 35.

Indicate that transfer certificates and certificates of eligibility will be discussed in Slides 36 and 37.



Steps to Register Elector Not on List

- **Ask for ID - satisfactory to DRO for evidence of identity and residence**
- **Elector has to take appropriate oath or affirmation in poll book:**
  - Council + other matters: Form 31
  - School board only - including African NS member (not resident 3 months in municipality, but resident 3 months in school region): Form 31A

The ID that the elector must show needs to provide the elector's identity and residence. Give the DROs some examples of ID that the municipality has traditionally accepted.

If the DRO has determined that the elector has not resided in the municipality for 3 months, the elector can still vote for school board and the provincial Sunday shopping plebiscite and it must be decided which of the oaths or affirmations in Forms 31A or 31B that the elector completes. 3 months residency in the school region (region/district school board) - Form 31A; 3 months residency in the province (CSAP or Sunday Shopping Plebiscite) - Form 31B.

If there are acclamations for council or school board in your municipality, then you can customize this slide to include the applicable oaths/affirmations that the DRO should be aware of.

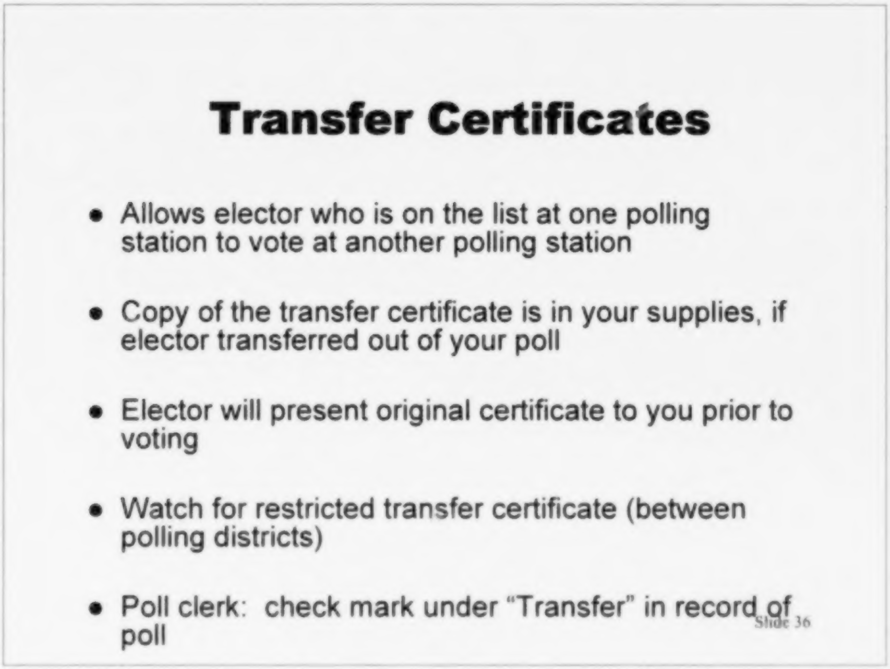
Review the contents of the oaths/affirmations (31, 31A, 31B) so that they will be familiar with the qualifications to vote, and the right of an elector to refuse to be added to the list of electors.

Tell the DRO how you want the names entered on the list of electors.

...Cont'd Steps to Register Elector Not on List

  - CSAP and/or provincial plebiscite only (not resident 3 months in the municipality, but resident 3 months in the Province: Form 31B)

- **Add name of elector to list of electors if, person consents**



Transfer Certificates

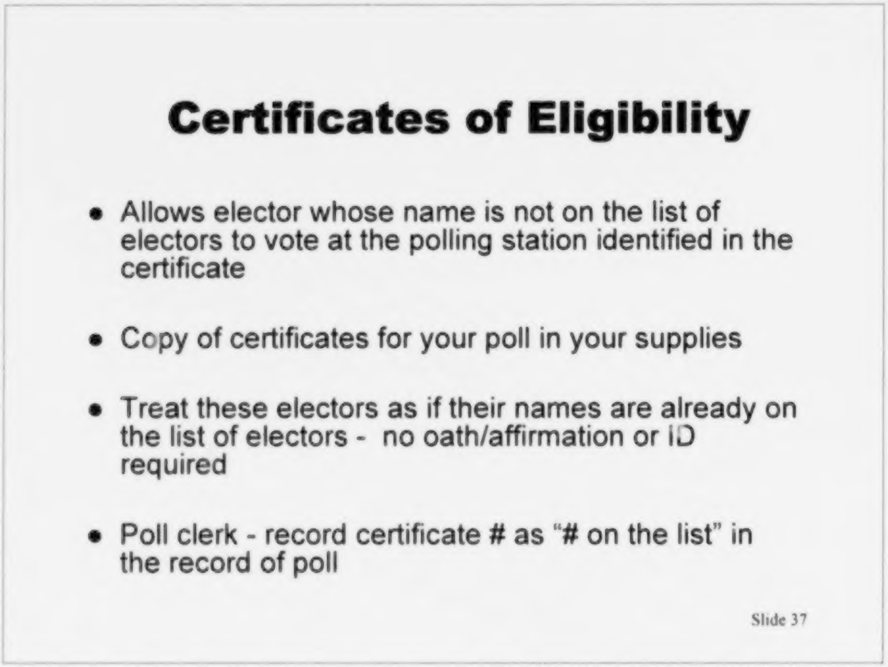
- Allows elector who is on the list at one polling station to vote at another polling station
- Copy of the transfer certificate is in your supplies, if elector transferred out of your poll
- Elector will present original certificate to you prior to voting
- Watch for restricted transfer certificate (between polling districts)
- Poll clerk: check mark under "Transfer" in record of poll

Slide 36

Transfer certificates are not often used. If you have not issued any (cut-off is Wednesday before election day) do not mention them.

Edit slide so that you do not refer to the issuing of restricted certificates unless you have issued them.

Mention that an elector who is on the list of electors as having been issued a transfer certificate can subsequently vote at the polling station where the elector's name appears on the list of electors if the elector surrenders the original transfer certificate to the DRO. This DRO has a copy of the transfer certificate.

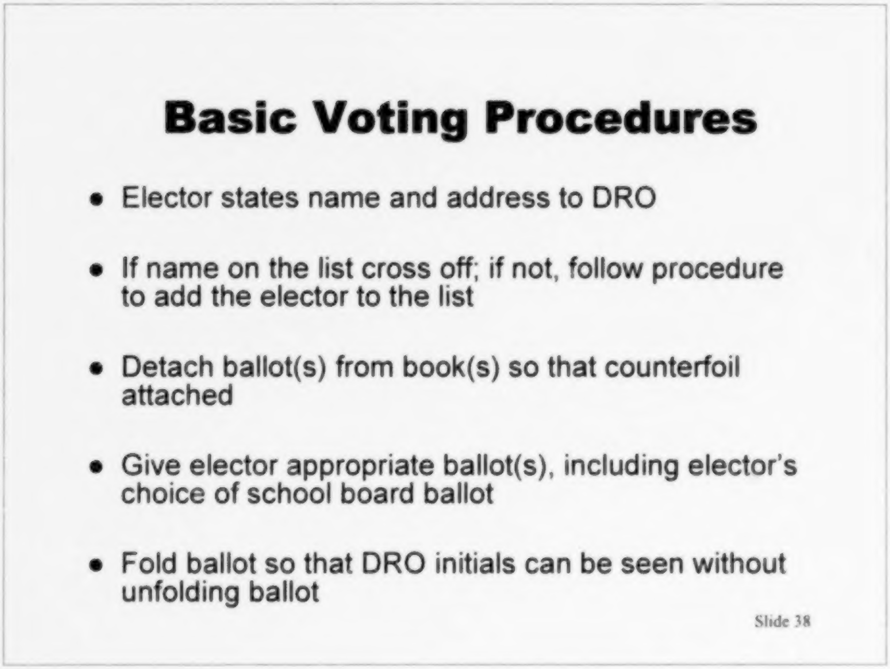


Certificates of Eligibility

- Allows elector whose name is not on the list of electors to vote at the polling station identified in the certificate
- Copy of certificates for your poll in your supplies
- Treat these electors as if their names are already on the list of electors - no oath/affirmation or ID required
- Poll clerk - record certificate # as "# on the list" in the record of poll

The elector's qualifications to vote have already been determined, so nothing further is required at the poll.

Name may already be added to the list of electors prior to election day - customize the slide to reflect what your municipality has done about integrating the electors who have certificates of eligibility into the list of electors.



Basic Voting Procedures

- Elector states name and address to DRO
- If name on the list cross off; if not, follow procedure to add the elector to the list
- Detach ballot(s) from book(s) so that counterfoil attached
- Give elector appropriate ballot(s), including elector's choice of school board ballot
- Fold ballot so that DRO initials can be seen without unfolding ballot

Slide 38

Which ballots are given to the elector will depend upon the matters being voted on at the polling station. Be sure you review what ballots will be at the polling station.

Ascertain the elector's choice of school board ballot, where applicable. The DROs must be instructed on how to inquire about the elector's choice. You may refer to the scripts in Part 2 of the Municipal Elections Handbook for assistance, if you wish.

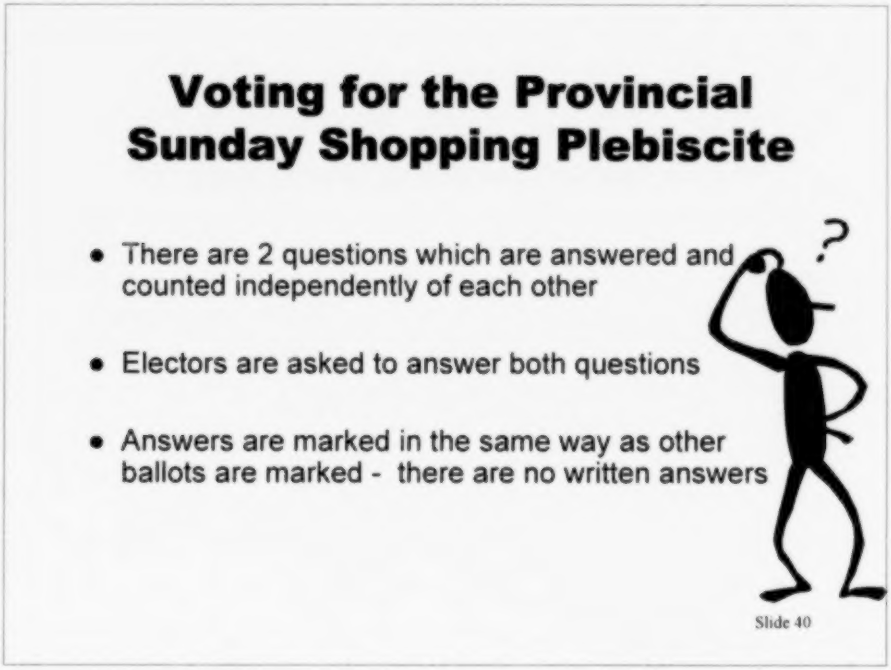
Demonstrate how the DRO is to detach the ballot from the book with the counterfoil attached, and show how to fold it so that the initials are visible.

Demonstrate how the ballot is checked when returned.

The poll clerk records the name of the elector in the poll book and when the ballot(s) are returned puts a check mark under the appropriate column in the record of poll to indicate what ballots the elector voted on.

...Cont'd Basic Voting Procedures

- Direct elector to return ballot, folded in same way
- If the ballot is not folded when returned, re-fold it without looking at the front
- When marked ballot(s) returned, check serial # on counterfoil(s) to ensure they are the ballots you gave the elector
- Remove counterfoil(s) and deposit ballot(s) in ballot box
- If asked, you can explain the voting procedure to the elector



Voting for the Provincial Sunday Shopping Plebiscite

- There are 2 questions which are answered and counted independently of each other
- Electors are asked to answer both questions
- Answers are marked in the same way as other ballots are marked - there are no written answers

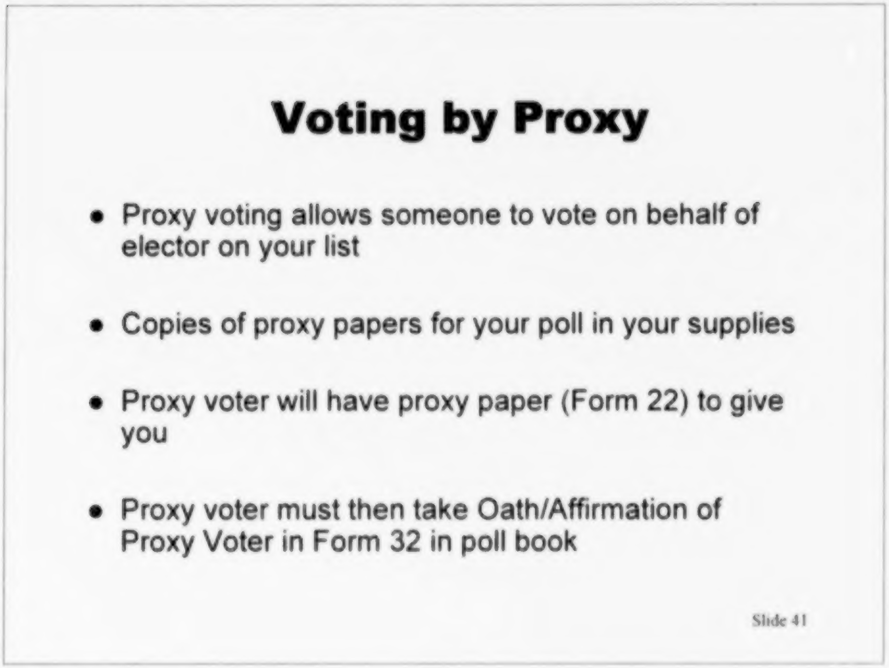
Slide 40

The elector can choose to answer one or both of the two questions, although the ballot asks that the elector answer both.

If asked, the DRO can explain to the elector how to mark the ballot. No written answers - the ballots are marked in the same way as the council and school board ballots.

Extra time may be needed for some electors to read and mark the entire ballot.

Review the contents of the ballot.

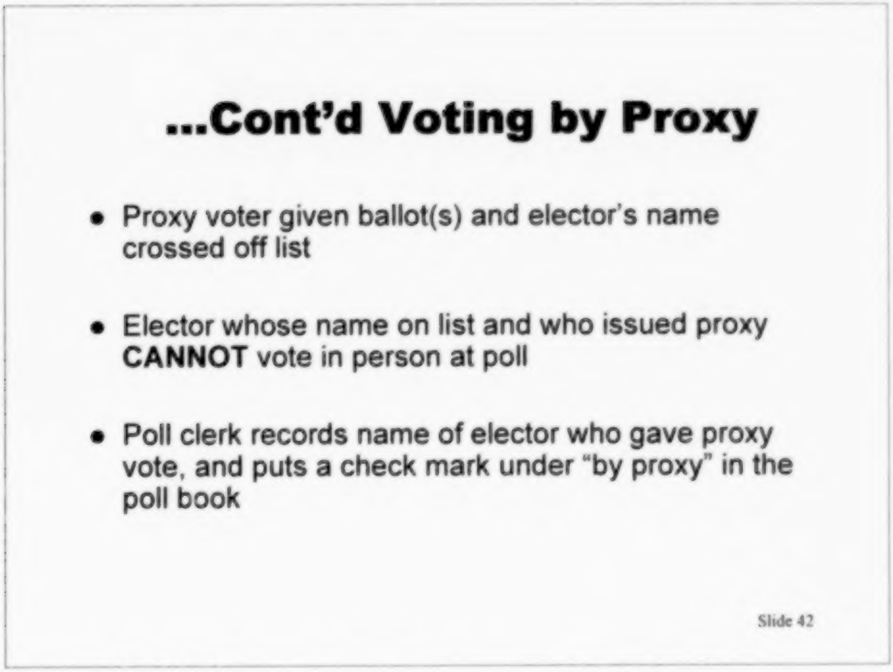


Voting by Proxy

- Proxy voting allows someone to vote on behalf of elector on your list
- Copies of proxy papers for your poll in your supplies
- Proxy voter will have proxy paper (Form 22) to give you
- Proxy voter must then take Oath/Affirmation of Proxy Voter in Form 32 in poll book

A copy of the proxy paper issued to someone to vote on behalf of an elector on the list of electors to be in supplies that DRO has.

Be sure DROs understand that once the elector has been issued a proxy vote, the elector cannot vote in person, but only by proxy.



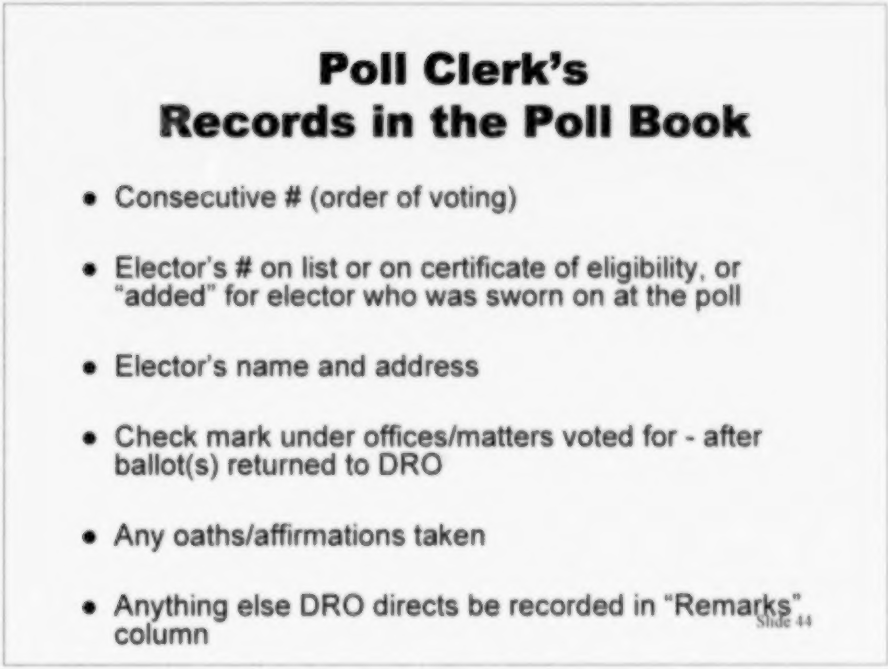
...Cont'd Voting by Proxy

- Proxy voter given ballot(s) and elector's name crossed off list
- Elector whose name on list and who issued proxy **CANNOT** vote in person at poll
- Poll clerk records name of elector who gave proxy vote, and puts a check mark under "by proxy" in the poll book

Cancelled Ballots

- **Elector can inadvertently spoil a ballot**
  - Elector can return it, and DRO can give replacement (once only)
- **Elector can take a ballot, and decline to vote**
  - Elector not given a replacement, and can't apply to vote again
- **In both cases, DRO marks "cancelled" on back of ballot and places it in envelope**

Explain the two situations in which ballots are to be cancelled, and be sure they know the procedure to mark "cancelled" on the ballots to place the ballots in the cancelled ballot envelope.



Poll Clerk's Records in the Poll Book

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column

Slide 44

Review the record of poll, showing what has to be entered in it.

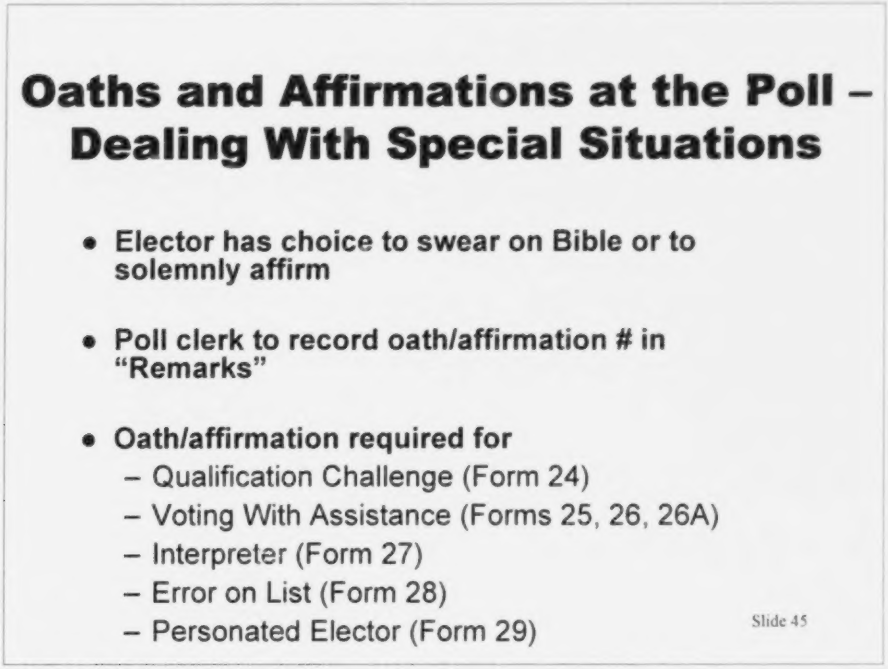
Sample records of poll are often helpful.

Indicate whether you need both the civic address and the mailing address of the elector recorded.

The provincial Sunday shopping plebiscite is to be recorded in the "other" column.

If you have a municipal plebiscite in your municipality, explain to them how you want the vote for the Sunday shopping plebiscite recorded.

Slides governing the special situations – oaths/affirmations - to follow.

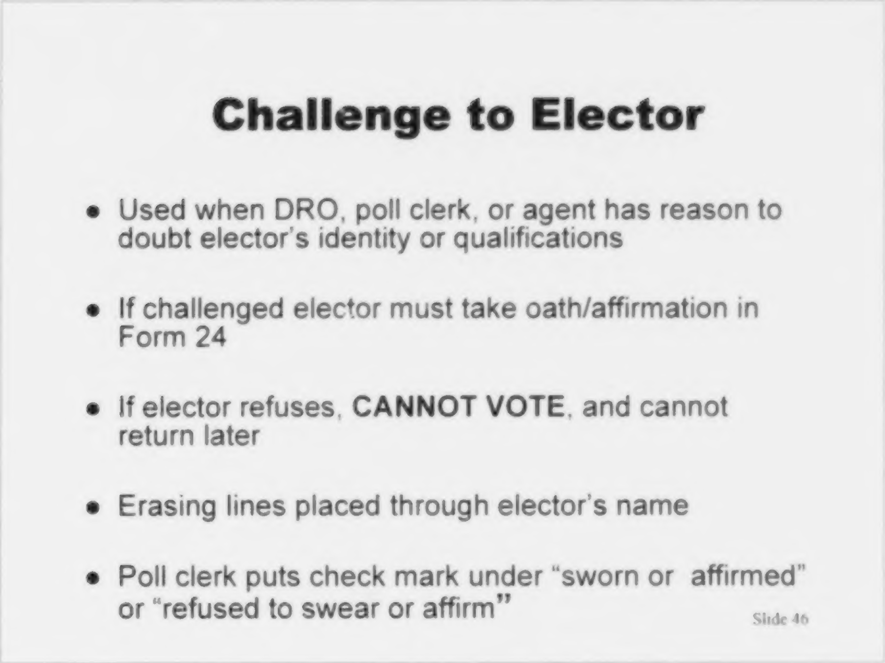


Oaths and Affirmations at the Poll – Dealing With Special Situations

- **Elector has choice to swear on Bible or to solemnly affirm**
- **Poll clerk to record oath/affirmation # in "Remarks"**
- **Oath/affirmation required for**
  - Qualification Challenge (Form 24)
  - Voting With Assistance (Forms 25, 26, 26A)
  - Interpreter (Form 27)
  - Error on List (Form 28)
  - Personated Elector (Form 29)

Review when oath/affirmation is required, and how you want them to administer the oath or affirmation.

Poll clerk must enter the Form # of each oath/affirmation taken in the "Remarks" column.



Challenge to Elector

- Used when DRO, poll clerk, or agent has reason to doubt elector's identity or qualifications
- If challenged elector must take oath/affirmation in Form 24
- If elector refuses, **CANNOT VOTE**, and cannot return later
- Erasing lines placed through elector's name
- Poll clerk puts check mark under "sworn or affirmed" or "refused to swear or affirm"

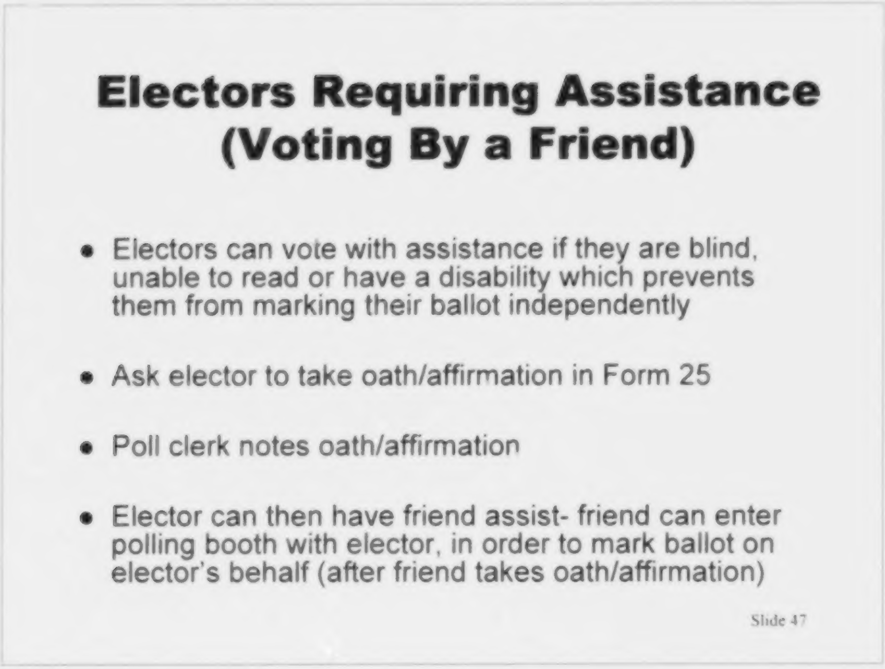
Slide 46

Review who can request the elector take the oath/affirmation.

Review the procedure to be used if the oath/affirmation is taken or not taken.

Remind them that no challenge can be made to the qualifications of an elector voting for the African Nova Scotian member of the school board or for CSAP.

Also remind them that agents cannot routinely challenge electors.



Electors Requiring Assistance (Voting By a Friend)

- Electors can vote with assistance if they are blind, unable to read or have a disability which prevents them from marking their ballot independently
- Ask elector to take oath/affirmation in Form 25
- Poll clerk notes oath/affirmation
- Elector can then have friend assist- friend can enter polling booth with elector, in order to mark ballot on elector's behalf (after friend takes oath/affirmation)

Intended to reinforce the concept that the elector who wishes to vote with assistance must be able to take an oath/affirmation.

If you have a long-term care facility in your municipality, instruct the DRO how to take the oath/affirmation of persons who may not be able to articulate very well.

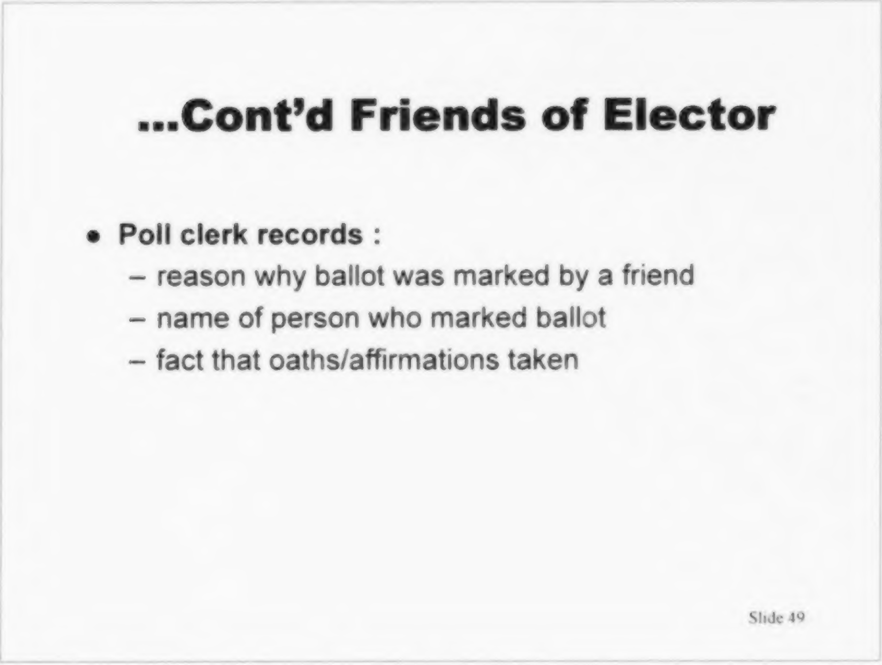
DROs will have to ask friends who present themselves whether or not they are related to the elector, and have them take the appropriate oath/affirmation.

Remind the DROs that they can act as a friend for the elector, if the elector requests. The DRO does not have to take the oath/affirmation.

Instruct the DROs and poll clerks on how to record the appropriate information in the poll book.

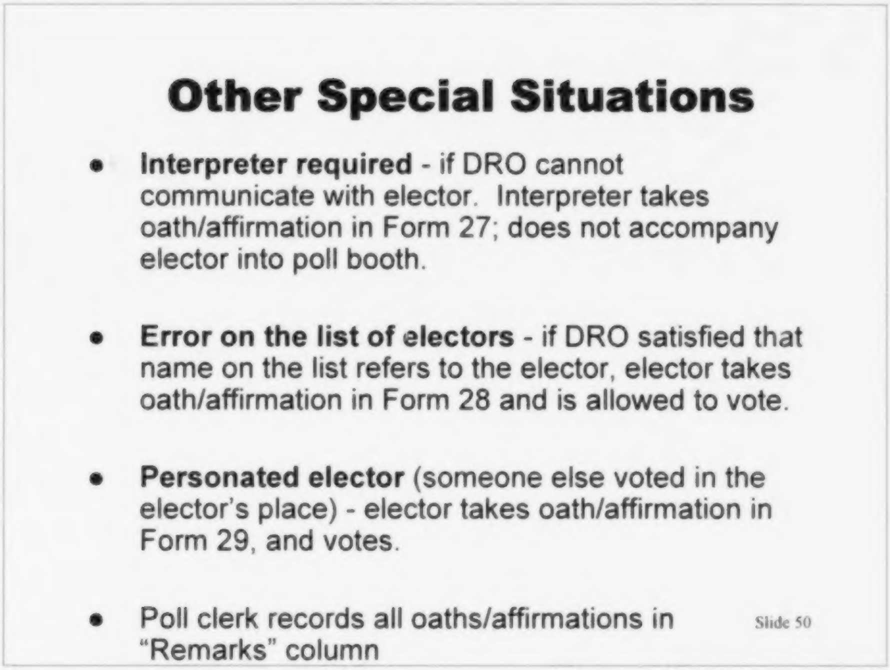
Friends of Elector

- Unrelated person (**except candidate**) can act **once** as friend of elector (must take oath/affirmation in Form 26)
- Relative (candidate included) can act as friend for following family members (**and no others**): child, grandchild, parent, grandparent, brother, sister, husband or wife (must take oath/affirmation in Form 26A)
- DRO can act as friend if elector requests - no oath/affirmation required by DRO



...Cont'd Friends of Elector

- **Poll clerk records :**
  - reason why ballot was marked by a friend
  - name of person who marked ballot
  - fact that oaths/affirmations taken



Other Special Situations

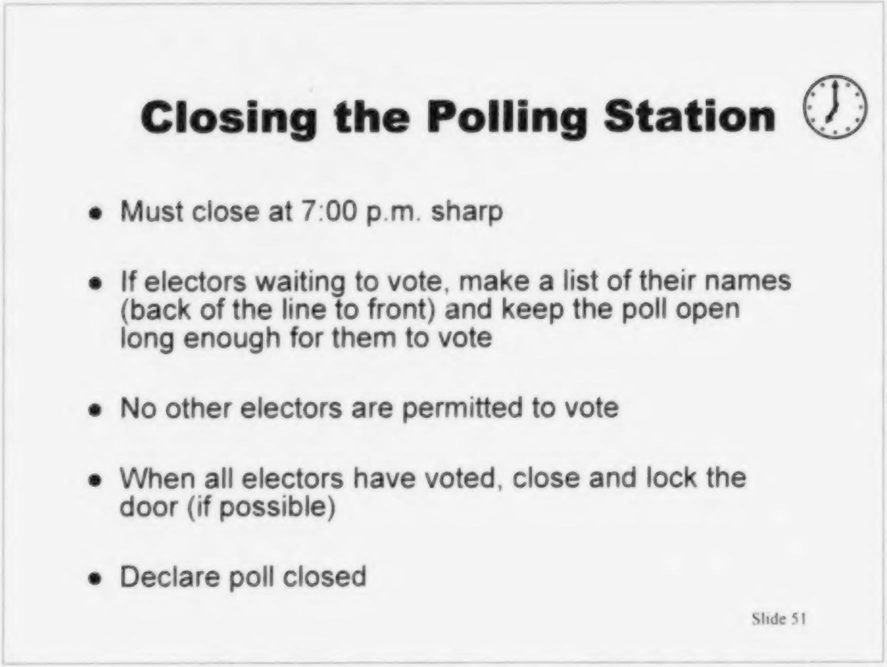
- **Interpreter required** - if DRO cannot communicate with elector. Interpreter takes oath/affirmation in Form 27; does not accompany elector into poll booth.
- **Error on the list of electors** - if DRO satisfied that name on the list refers to the elector, elector takes oath/affirmation in Form 28 and is allowed to vote.
- **Personated elector** (someone else voted in the elector's place) - elector takes oath/affirmation in Form 29, and votes.
- Poll clerk records all oaths/affirmations in "Remarks" column

Slide 50

Interpreters are required when the DRO doesn't understand the language of the elector. In that case, the DRO is required to find an interpreter. If one isn't available, tell the DRO to call you.

Error on the List - this provision is intended to allow electors to vote when there is an error on the list, but the DRO is satisfied that the name on the list of electors is intended to refer to the elector.

Personated elector - If records show that an elector has already voted when he or she presents themselves to vote, DRO may want to consider asking for ID if they don't know the elector personally. Important to record the taking of the oath/affirmation in this situation.



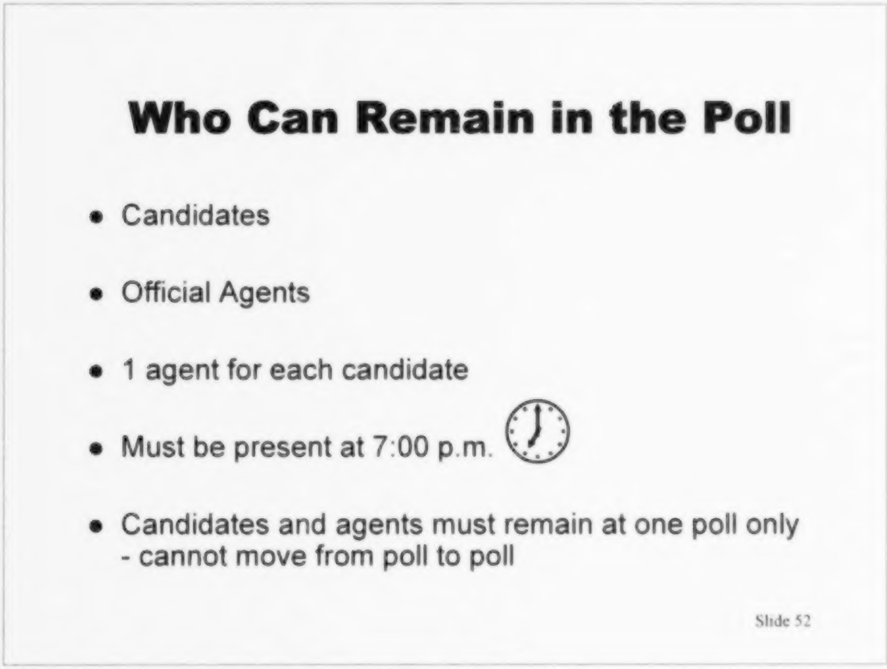
Closing the Polling Station

- Must close at 7:00 p.m. sharp
- If electors waiting to vote, make a list of their names (back of the line to front) and keep the poll open long enough for them to vote
- No other electors are permitted to vote
- When all electors have voted, close and lock the door (if possible)
- Declare poll closed

Be sure that poll closes on time.

Stress that door should be locked, if possible, at 7:00 p.m., and all electors waiting to vote be brought inside. If this isn't possible, be sure that there is an accurate list of those waiting. Start the list from the back of the line.

Once the electors on the list have voted, close and lock the door.

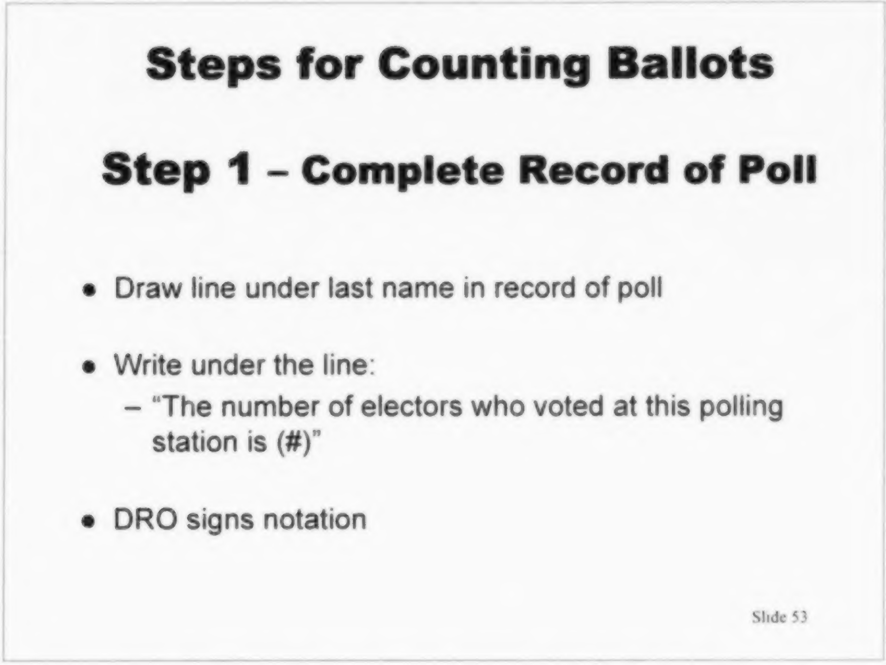


Who Can Remain in the Poll

- Candidates
- Official Agents
- 1 agent for each candidate
- Must be present at 7:00 p.m.
- Candidates and agents must remain at one poll only - cannot move from poll to poll

Rules about candidates/agents remaining at one poll only during the count are new; intended to prevent the disruption of the count once it has started.

May want to mention the role of candidates/agents in being able to witness and sign/initial the seals used to secure the voting materials.

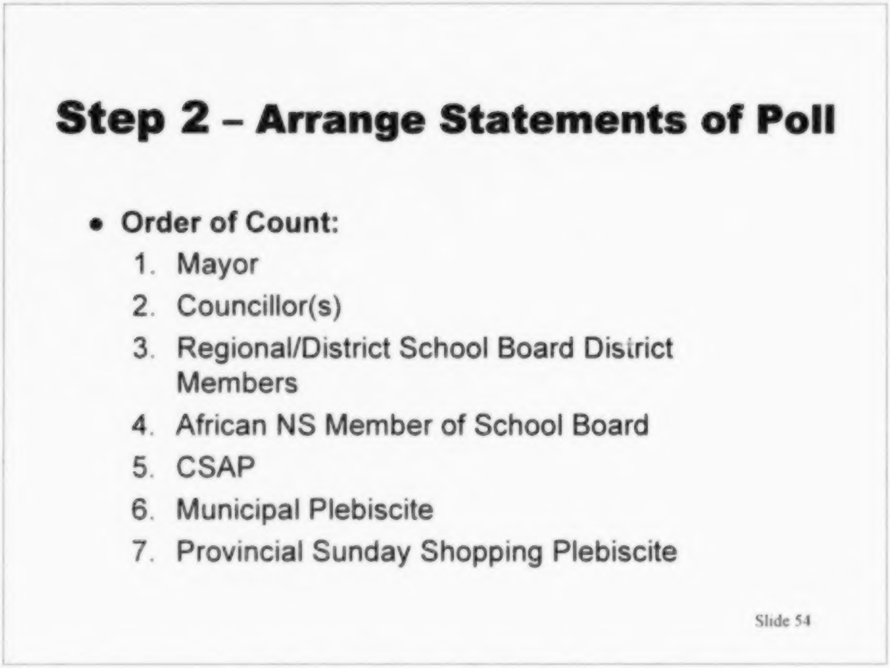


Steps for Counting Ballots

Step 1 – Complete Record of Poll

- Draw line under last name in record of poll
- Write under the line:
  - "The number of electors who voted at this polling station is (#)"
- DRO signs notation

Demonstration would be useful.



Step 2 – Arrange Statements of Poll

- **Order of Count:**
  1. Mayor
  2. Councillor(s)
  3. Regional/District School Board District Members
  4. African NS Member of School Board
  5. CSAP
  6. Municipal Plebiscite
  7. Provincial Sunday Shopping Plebiscite

The order of count must be customized for the offices/matters that are being voted on in your municipality - it is not necessary to refer to the others.

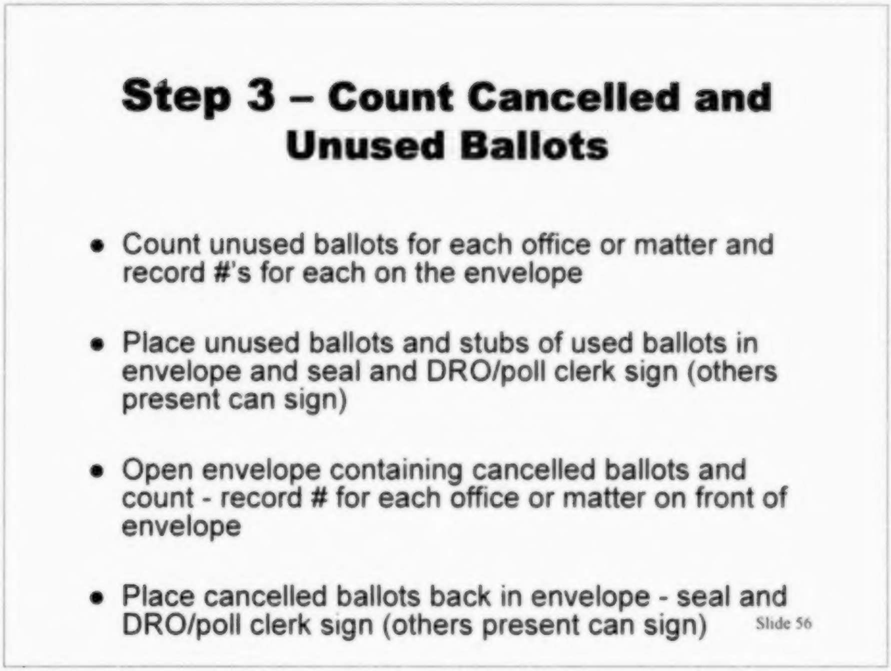
Demonstrate the particular statements of poll that they will be using.

The DRO should arrange them so that they are in the order of count.

If you have a municipal plebiscite, explain how you want the statement of poll for the plebiscite set up (Form 33).

...Cont'd Step 2

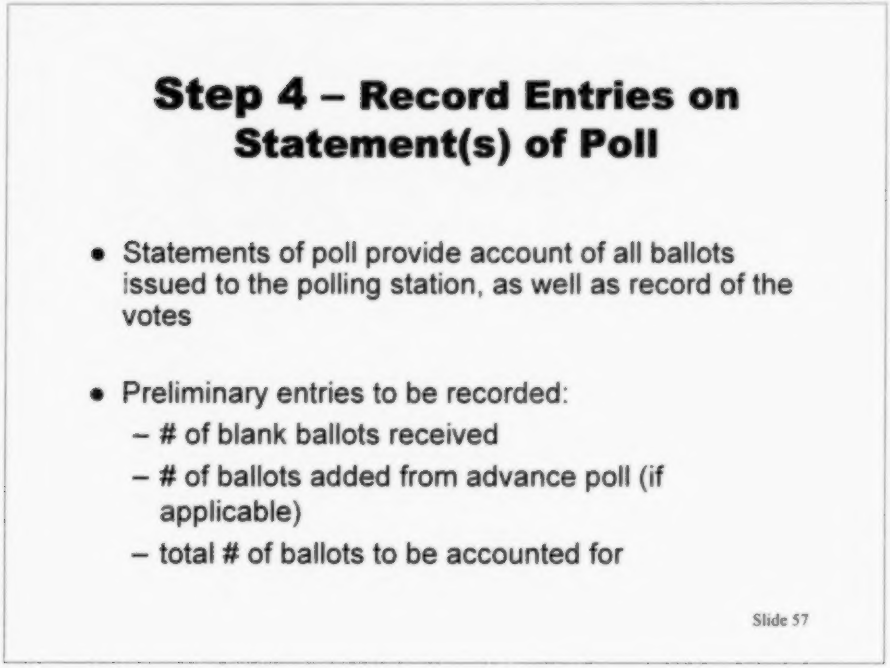
- **Separate statement of poll required for each office/matter being counted:**
  - Form 33: 1 candidate to be elected from ballot
  - Form 34: more than 1 candidate to be elected from ballot
  - Form 34A: fewer than 10 people voted for a particular school board office
  - Form 34B: Provincial Sunday Shopping Plebiscite



Step 3 – Count Cancelled and Unused Ballots

- Count unused ballots for each office or matter and record #'s for each on the envelope
- Place unused ballots and stubs of used ballots in envelope and seal and DRO/poll clerk sign (others present can sign)
- Open envelope containing cancelled ballots and count - record # for each office or matter on front of envelope
- Place cancelled ballots back in envelope - seal and DRO/poll clerk sign (others present can sign)

Since the numbers of cancelled and unused ballots have to be recorded on the statements of poll in order to account for all the ballots, be sure that they understand that the numbers of ballots for each office or matter must be accurately recorded.

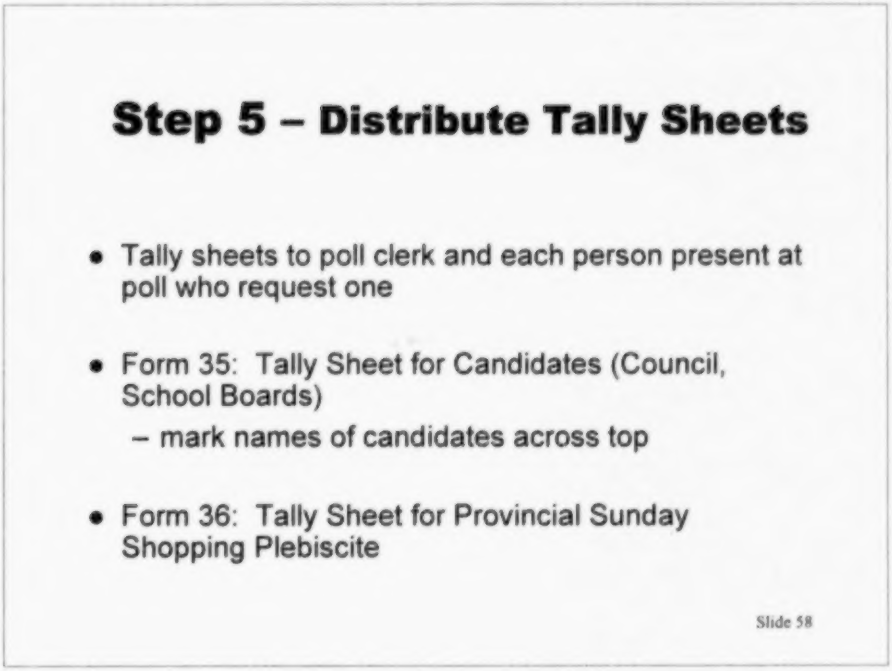


Step 4 – Record Entries on Statement(s) of Poll

- Statements of poll provide account of all ballots issued to the polling station, as well as record of the votes
- Preliminary entries to be recorded:
  - # of blank ballots received
  - # of ballots added from advance poll (if applicable)
  - total # of ballots to be accounted for

Explain that the statement of poll has 2 purposes: to account for all the ballot papers that were issued to the polling station, and to record the result of the count at the polling station.

Demonstrate where the entries have to be made on each statement of poll.



Step 5 – Distribute Tally Sheets

- Tally sheets to poll clerk and each person present at poll who request one
- Form 35: Tally Sheet for Candidates (Council, School Boards)
  - mark names of candidates across top
- Form 36: Tally Sheet for Provincial Sunday Shopping Plebiscite

Slide 58

The tally sheets are given to each person present who wants one.

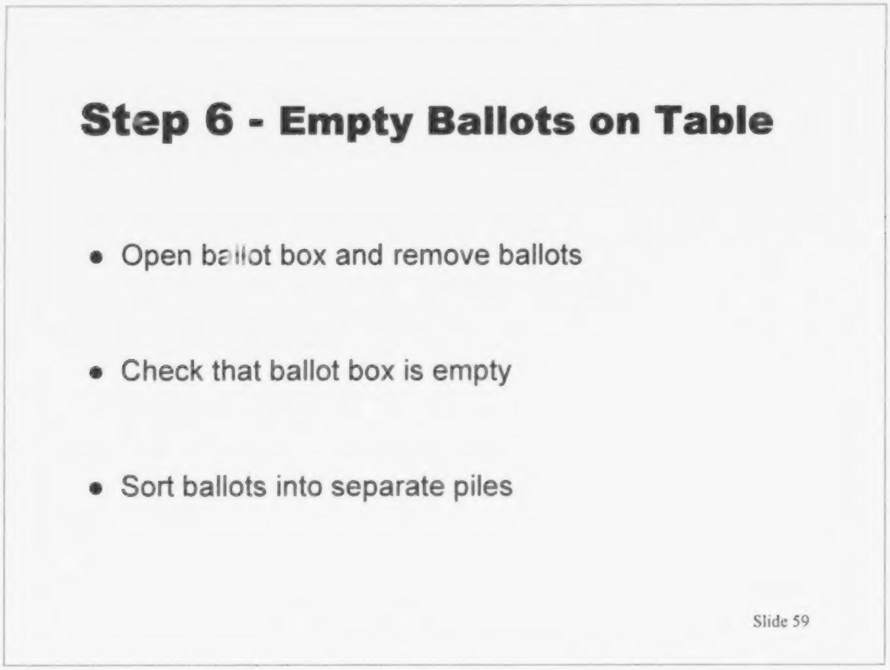
Indicate that the votes are recorded by having the DRO call out the vote, and the poll clerk keeping a tally of the vote by marking the votes in the squares on the tally sheet.

Tell them to mark the names of candidates alphabetically across the top of the tally sheet. Demonstrate.

A different tally sheet is used for each election at the polling station.

If there is a municipal plebiscite in your municipality, demonstrate how to set up the tally sheet to record the votes.

The tally sheet for the provincial Sunday shopping plebiscite already has the necessary information marked across the top.



Step 6 - Empty Ballots on Table

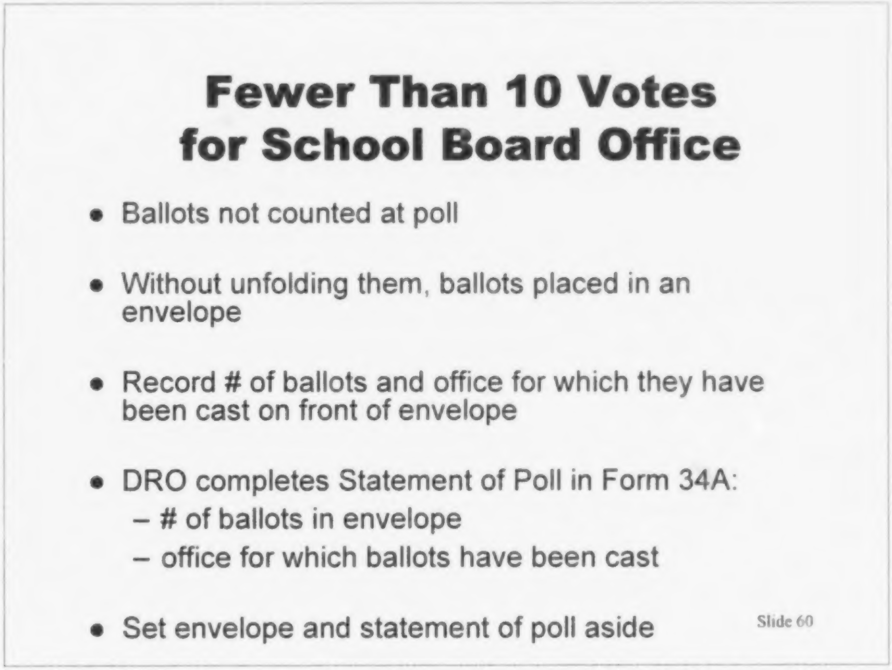
- Open ballot box and remove ballots
- Check that ballot box is empty
- Sort ballots into separate piles

Demonstrate how to open the ballot box.

If your municipality uses a recyclable cardboard box, instruct them to check under the flaps to make sure that no ballots are stuck underneath.

The ballots for each office or matter are placed in separate piles. You may want to review the colours of the ballots that will be in the box.

If your municipality uses more than one ballot box for the different votes, the boxes are open sequentially as the ballots for the offices are counted, in the order of count. In that case, they do not have to be separated.



Fewer Than 10 Votes for School Board Office

- Ballots not counted at poll
- Without unfolding them, ballots placed in an envelope
- Record # of ballots and office for which they have been cast on front of envelope
- DRO completes Statement of Poll in Form 34A:
  - # of ballots in envelope
  - office for which ballots have been cast
- Set envelope and statement of poll aside

Slide 60

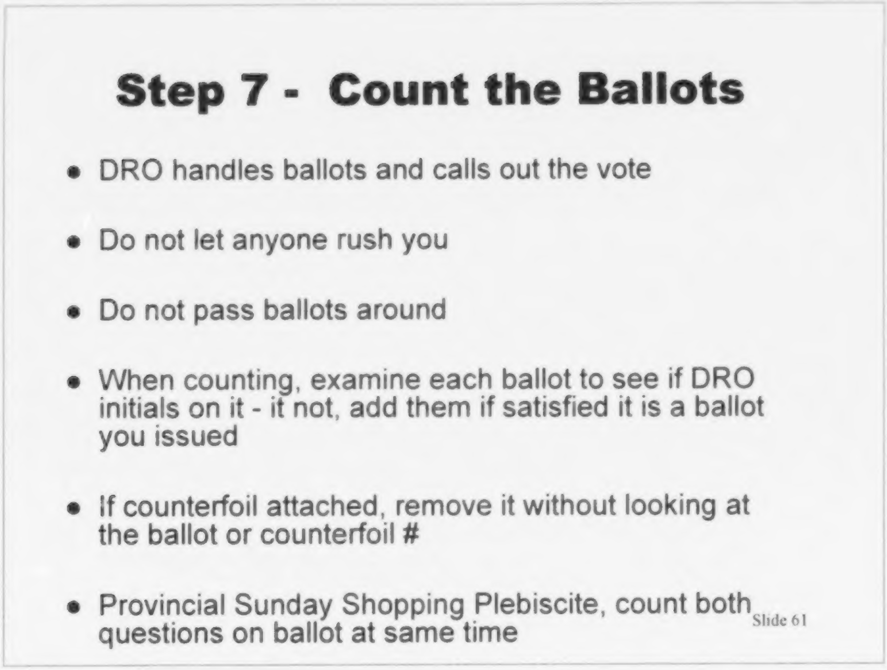
Will know as soon as school board ballots sorted; could also know from poll book records.

Transfer of ballots occurs in order to protect the secrecy of the vote.

The statement of poll in Form 34A must be completed, in order to provide the person that will be counting the ballots with the number of ballots that are coming from the polling station, as well as providing the reconciliation of the ballots issued at the polling station, so that all ballots are accounted for.

Demonstrate the form.

The envelope containing the ballots and the statement of poll in Form 34A are set aside, in order to be returned to the returning officer with the other voting materials at the close of the poll. Mention at this point that they are NOT to be placed in the ballot box and sealed after the poll closes.



Step 7 - Count the Ballots

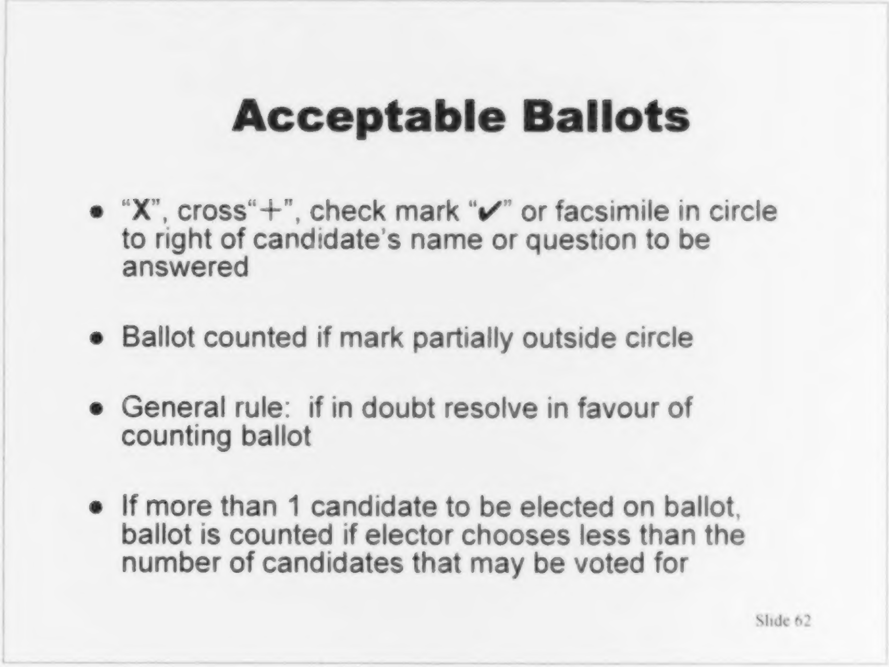
- DRO handles ballots and calls out the vote
- Do not let anyone rush you
- Do not pass ballots around
- When counting, examine each ballot to see if DRO initials on it - it not, add them if satisfied it is a ballot you issued
- If counterfoil attached, remove it without looking at the ballot or counterfoil #
- Provincial Sunday Shopping Plebiscite, count both questions on ballot at same time

Slide 61

Intended to explain the method of counting the ballots, and how to enter the results on the tally sheet.

Will need to explain the count if more than one candidate to be elected from one ballot (such as council elected at large).

For provincial Sunday shopping plebiscite, count both questions at the same time. It does not matter if only one question is answered. The questions are counted independently.

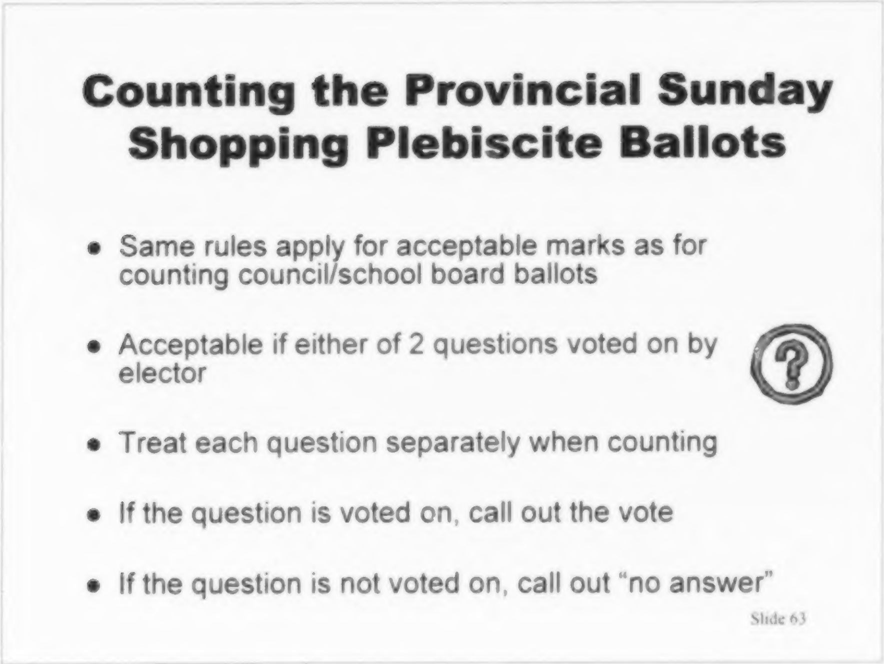


Acceptable Ballots

- "X", cross"+", check mark "✓" or facsimile in circle to right of candidate's name or question to be answered
- Ballot counted if mark partially outside circle
- General rule: if in doubt resolve in favour of counting ballot
- If more than 1 candidate to be elected on ballot, ballot is counted if elector chooses less than the number of candidates that may be voted for

The principle is generally that a ballot should be counted if the intention of the elector is clear, and no marks are made on the ballot which could identify an elector.

Instruct DROs to use common sense in counting the votes.



Counting the Provincial Sunday Shopping Plebiscite Ballots

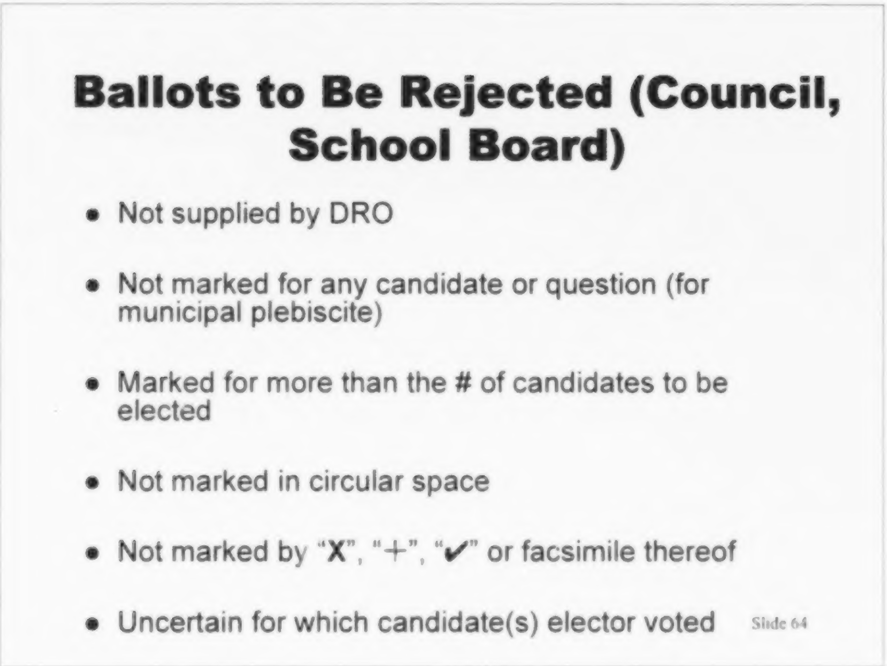
- Same rules apply for acceptable marks as for counting council/school board ballots
- Acceptable if either of 2 questions voted on by elector
- Treat each question separately when counting
- If the question is voted on, call out the vote
- If the question is not voted on, call out "no answer"

Slide 63

The same rules with respect to acceptable marks are in place for the provincial Sunday shopping plebiscite.

Remind them that only 1 question needs to be answered, and that answer is counted.

The poll clerk only needs to tally the vote for the question that is answered. For that reason, the number of votes at the polling station for each question may be different.



Ballots to Be Rejected (Council, School Board)

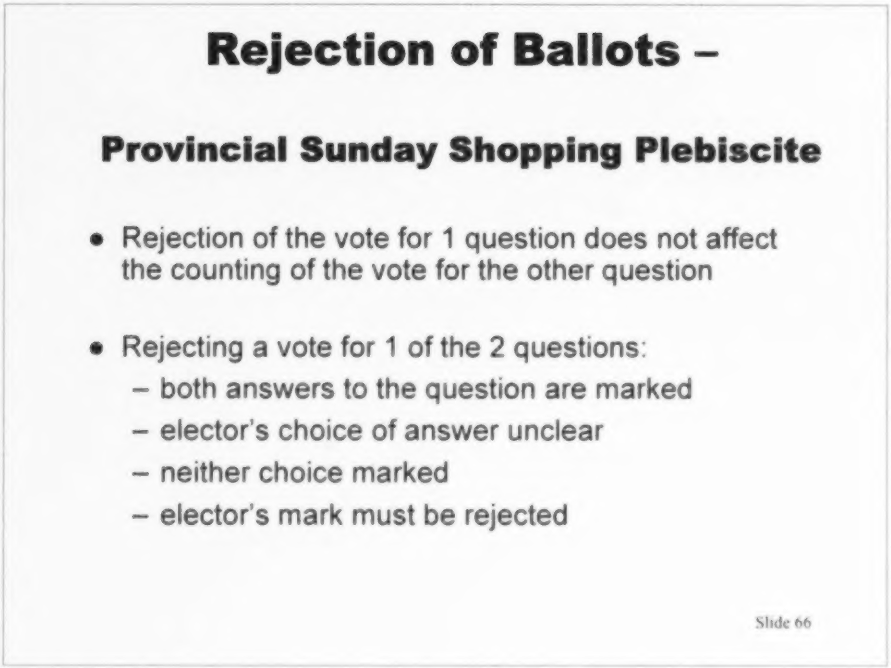
- Not supplied by DRO
- Not marked for any candidate or question (for municipal plebiscite)
- Marked for more than the # of candidates to be elected
- Not marked in circular space
- Not marked by "**X**", "+", "✔" or facsimile thereof
- Uncertain for which candidate(s) elector voted

Slide 64

Highlight the situations that they are most likely to face - different types of marks, unclear marks, ballots that have been written on; be sure they understand the procedure for endorsing the ballot prior to placing it in the envelope.

...Cont'd Ballots to Be Rejected (Council, School Board)

- Marks on ballot that could identify elector
- Torn, defaced or otherwise dealt with so that the elector can be identified
- Write "rejected" on back of ballot that is rejected by DRO
- Place it in envelope for rejected ballots



Rejection of Ballots –

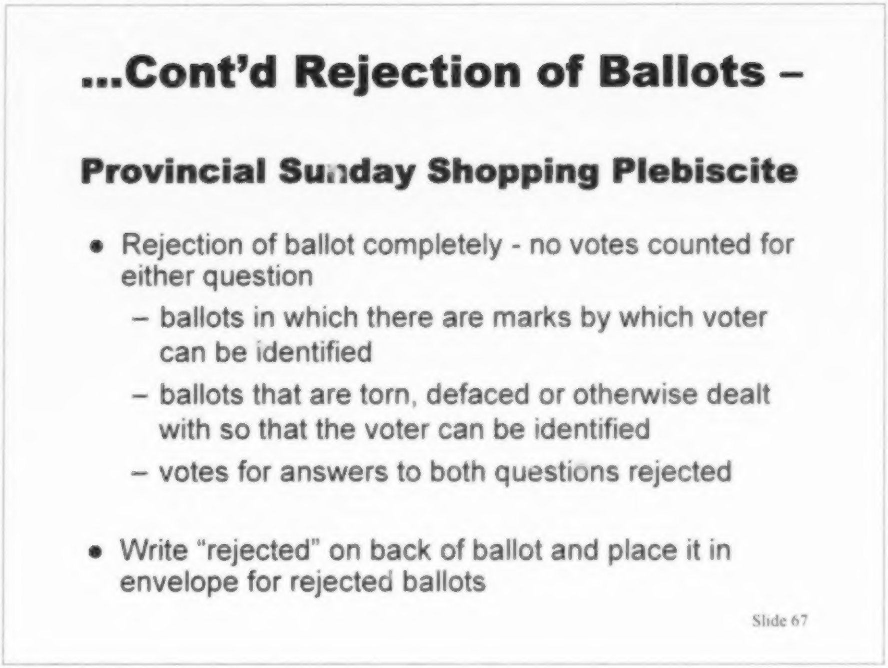
Provincial Sunday Shopping Plebiscite

- Rejection of the vote for 1 question does not affect the counting of the vote for the other question
- Rejecting a vote for 1 of the 2 questions:
  - both answers to the question are marked
  - elector's choice of answer unclear
  - neither choice marked
  - elector's mark must be rejected

Explain concept that the answer to 1 of the 2 questions can be rejected without affecting the answer to the other question.

The whole ballot is not rejected because the answer to 1 of the 2 questions is not counted.

The situations where the whole ballot is rejected is when the elector has made marks on it or otherwise defaced it so that the elector can be identified.



...Cont'd Rejection of Ballots –

Provincial Sunday Shopping Plebiscite

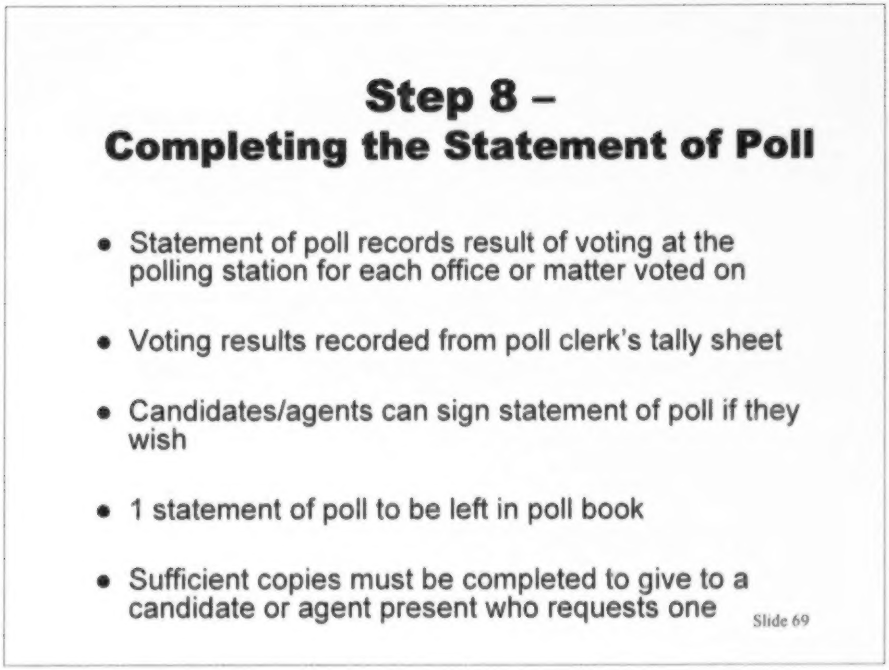
- Rejection of ballot completely - no votes counted for either question
  - ballots in which there are marks by which voter can be identified
  - ballots that are torn, defaced or otherwise dealt with so that the voter can be identified
  - votes for answers to both questions rejected
- Write "rejected" on back of ballot and place it in envelope for rejected ballots

Objections

- Candidate or agent can object to the counting or rejection of a ballot
- Up to DRO to decide!
- Number and initial ballot objected to
- Record # and nature of objection in Form 46 in poll book
- If counted, place with other ballots to be counted
- If rejected, place in envelope with other rejected ballots

Reiterate that an agent can object to counting a ballot, but that the final decision on whether to count it is the DRO's.

Explain how to number the ballot, and how to fill out the record of objections.



Step 8 –
Completing the Statement of Poll

- Statement of poll records result of voting at the polling station for each office or matter voted on
- Voting results recorded from poll clerk's tally sheet
- Candidates/agents can sign statement of poll if they wish
- 1 statement of poll to be left in poll book
- Sufficient copies must be completed to give to a candidate or agent present who requests one

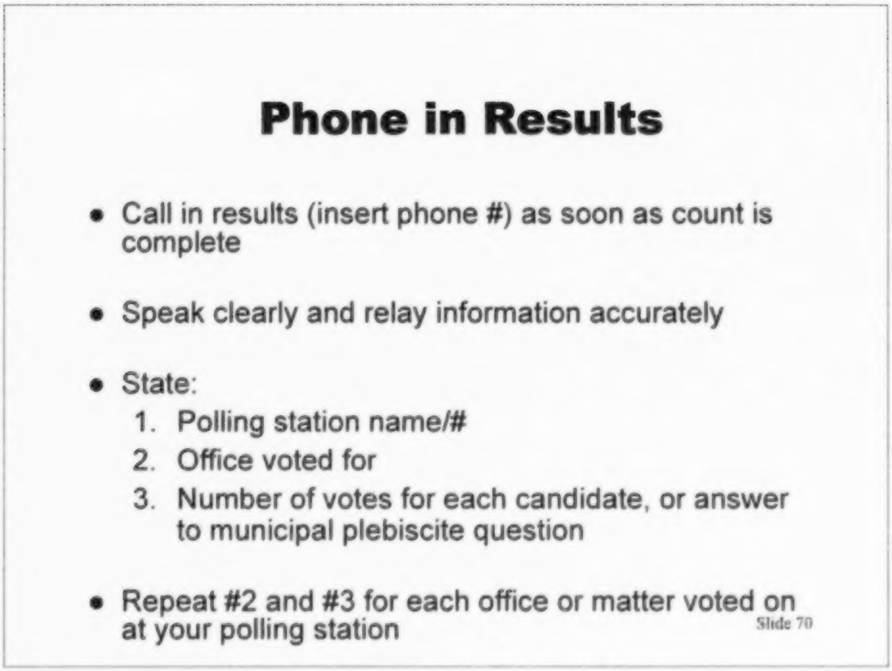
Slide 69

Explain concept that statement of poll is the official record of voting at the polling station.

Suggest that the records kept by the poll clerk are the ones that should be used to complete the statement, not the ones that may be maintained by agents.

Reiterate the importance of not removing the statement of poll from the poll book. If candidates or agents want a copy, one must be removed from the poll book and completed for them.

Some municipalities have the DRO confirm the statement of poll with a supervisor before results called in.



Phone in Results

- Call in results (insert phone #) as soon as count is complete
- Speak clearly and relay information accurately
- State:
  1. Polling station name/#
  2. Office voted for
  3. Number of votes for each candidate, or answer to municipal plebiscite question
- Repeat #2 and #3 for each office or matter voted on at your polling station

Slide 70

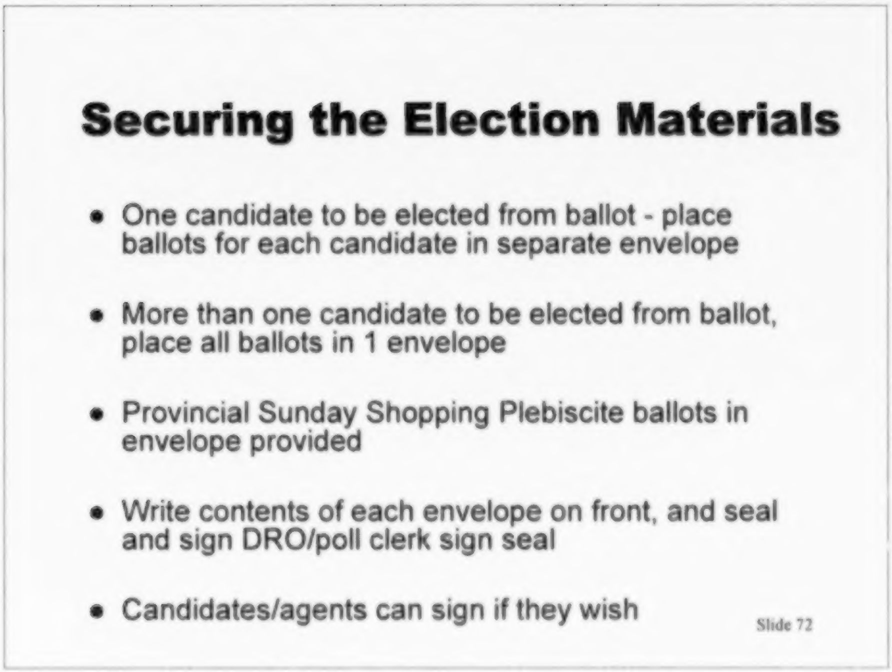
Inform them of the telephone # where they are to call with the results.

Some municipalities provide a call-in sheet that each DRO can fill out prior to reporting the results.

If you want any additional information, such as the numbers of rejected ballots, cancelled ballots and the number of electors who voted add that information to the slide.

...Cont'd Phone in Results

- **For Provincial Sunday Shopping Plebiscite, state:**
    - Question 1: # "yes"
      : # "no"
    - Question 2: # - Every Sunday
      : # - 6 Sundays before Christmas



Securing the Election Materials

- One candidate to be elected from ballot - place ballots for each candidate in separate envelope
- More than one candidate to be elected from ballot, place all ballots in 1 envelope
- Provincial Sunday Shopping Plebiscite ballots in envelope provided
- Write contents of each envelope on front, and seal and sign DRO/poll clerk sign seal
- Candidates/agents can sign if they wish

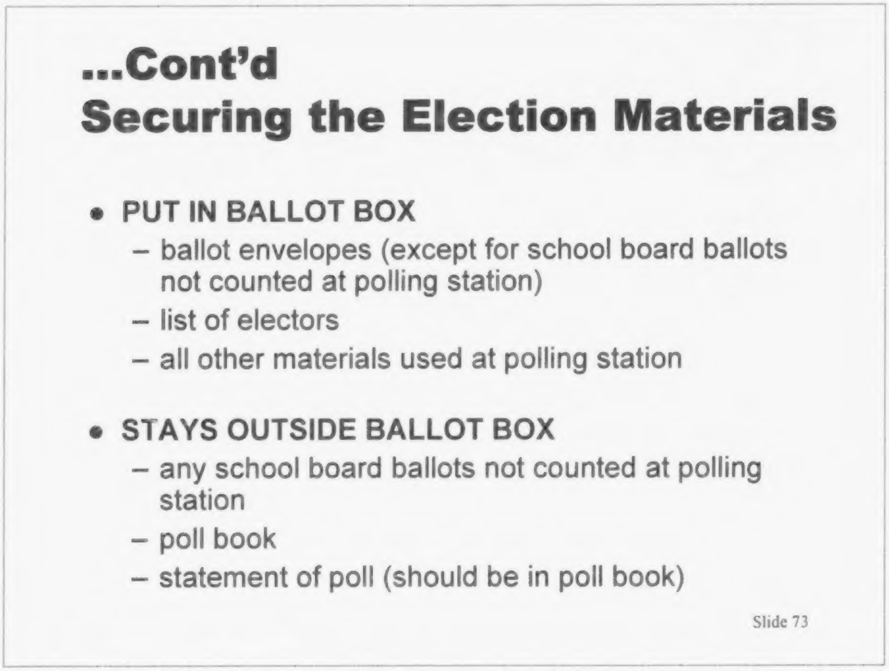
Explain how the ballots are to be placed in envelopes in your municipality - customize the slide according to what offices are being elected; whether it is mayor, councillor, council at large, which particular school board offices, and municipal plebiscite, if there is one.

The envelope for the provincial Sunday shopping plebiscite will be provided. Explain that these ballots are to be treated in the same way as the other ballots, with the same records being kept.

Be sure to stress what must remain outside the ballot box, so that you can conclude the count and the official addition.

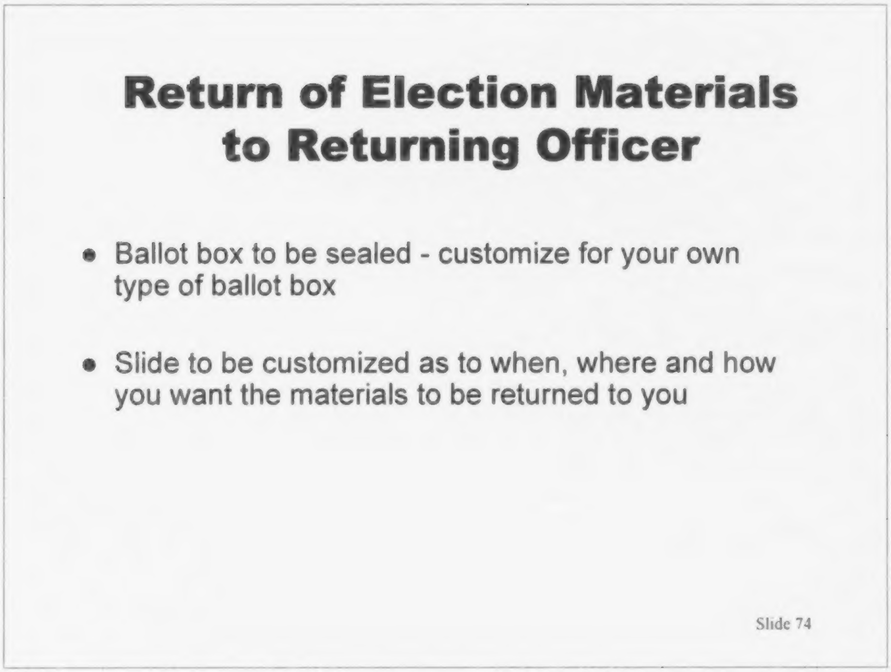
Explain the official addition process, and the importance of having their statements of poll.

If you have other forms that you do not want placed in the ballot box, such as expense claims or call-in sheets, then add those to the list on the slide.



...Cont'd
Securing the Election Materials

- PUT IN BALLOT BOX
  - ballot envelopes (except for school board ballots not counted at polling station)
  - list of electors
  - all other materials used at polling station
- STAYS OUTSIDE BALLOT BOX
  - any school board ballots not counted at polling station
  - poll book
  - statement of poll (should be in poll book)

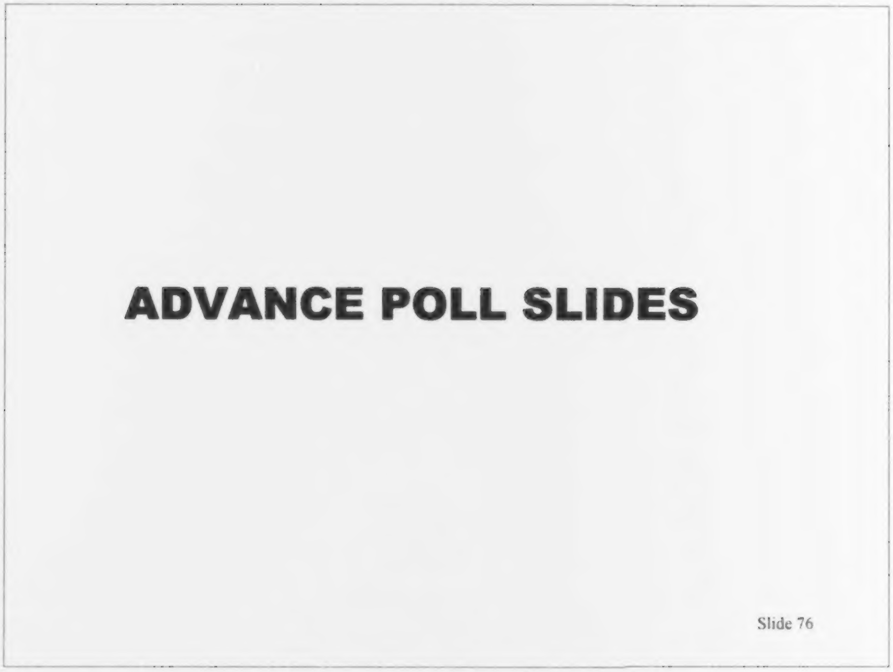


Return of Election Materials to Returning Officer

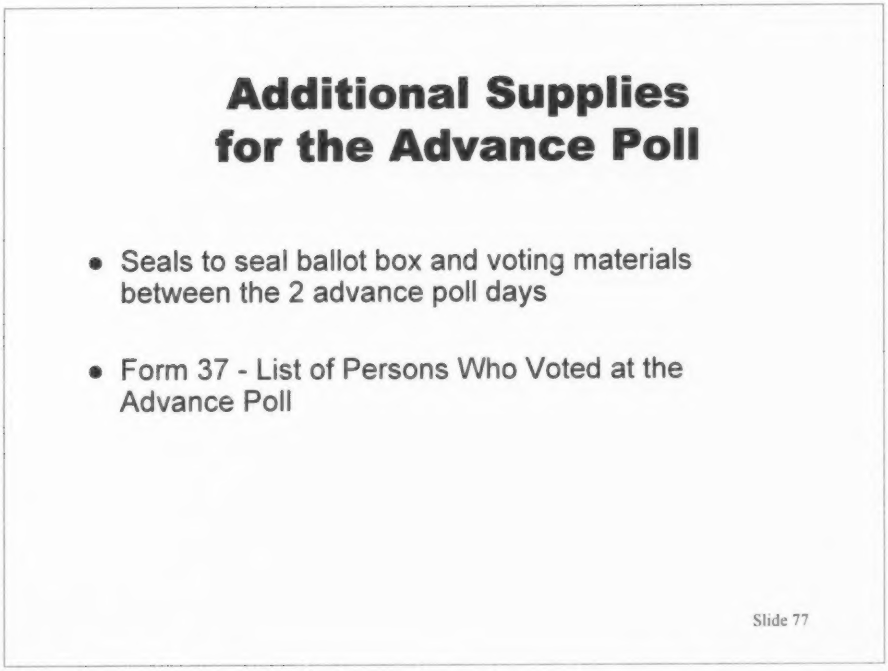
- Ballot box to be sealed - customize for your own type of ballot box
- Slide to be customized as to when, where and how you want the materials to be returned to you

Instruct them on when and how you want the materials returned to you.

Questions????



ADVANCE POLL SLIDES



Additional Supplies for the Advance Poll

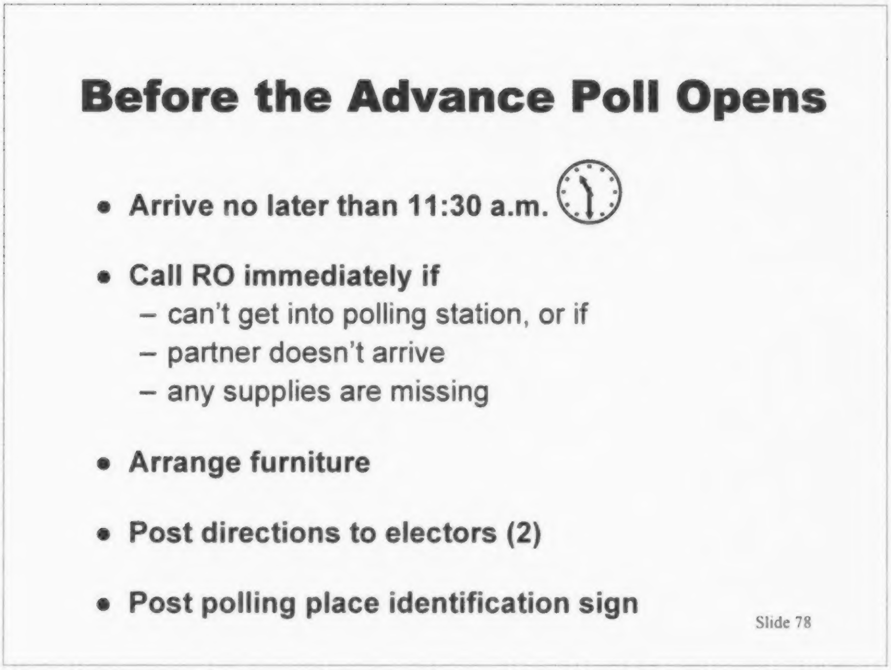
- Seals to seal ballot box and voting materials between the 2 advance poll days
- Form 37 - List of Persons Who Voted at the Advance Poll

(in conjunction with slides 11 and 12)

The additional supplies that will be provided are sufficient ballot box seals to seal the box twice, after each of the 2 advance poll days.

As well, the Record of Electors Who Voted at the Advance Poll (Form 37) will have to be provided.

Be sure that they have the voter's lists and poll descriptions for all the polling divisions that will be voting at that particular advance polling station.



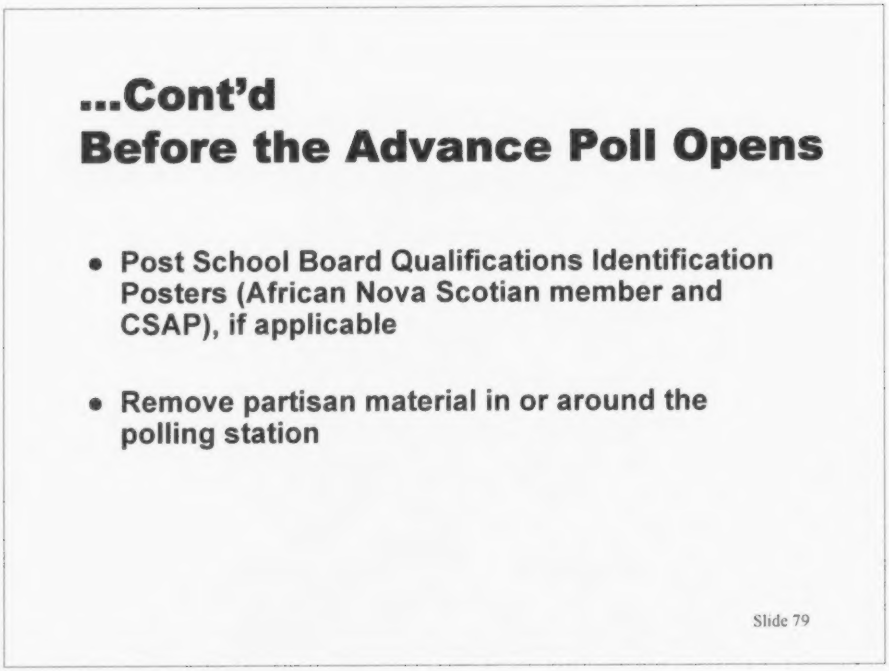
Before the Advance Poll Opens

- **Arrive no later than 11:30 a.m.**
- **Call RO immediately if**
  - can't get into polling station, or if
  - partner doesn't arrive
  - any supplies are missing
- **Arrange furniture**
- **Post directions to electors (2)**
- **Post polling place identification sign**

Slides 78-81

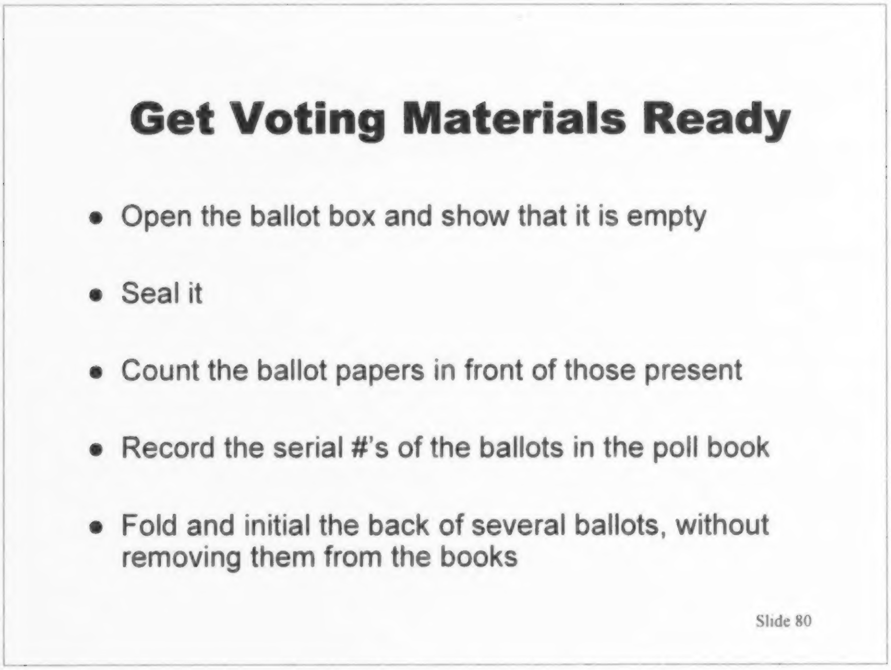
(To replace slides 29, 30, 31 and 32)

The slides are changed to reflect the 12:00 noon opening.



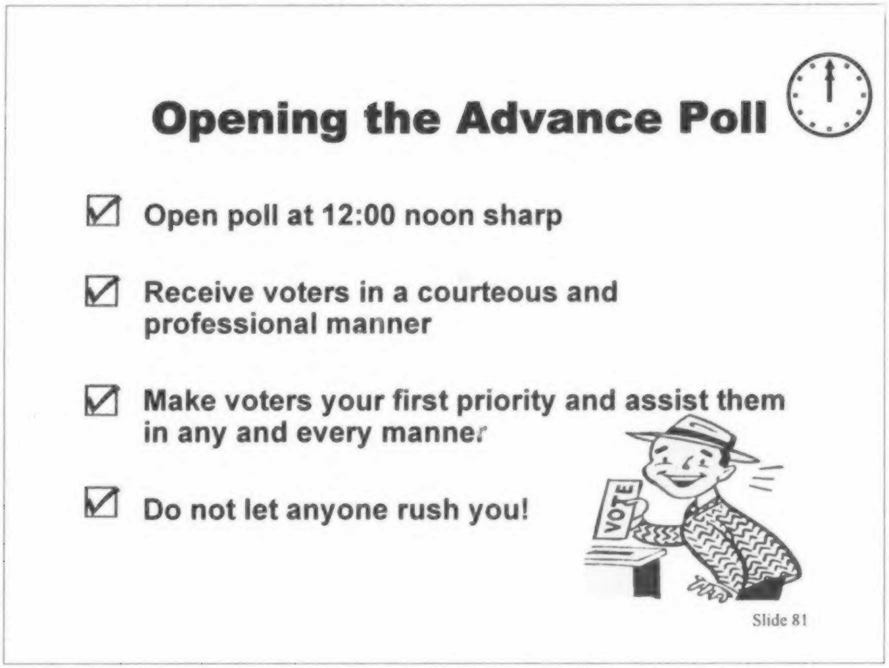
...Cont'd
Before the Advance Poll Opens

- Post School Board Qualifications Identification Posters (African Nova Scotian member and CSAP), if applicable
- Remove partisan material in or around the polling station



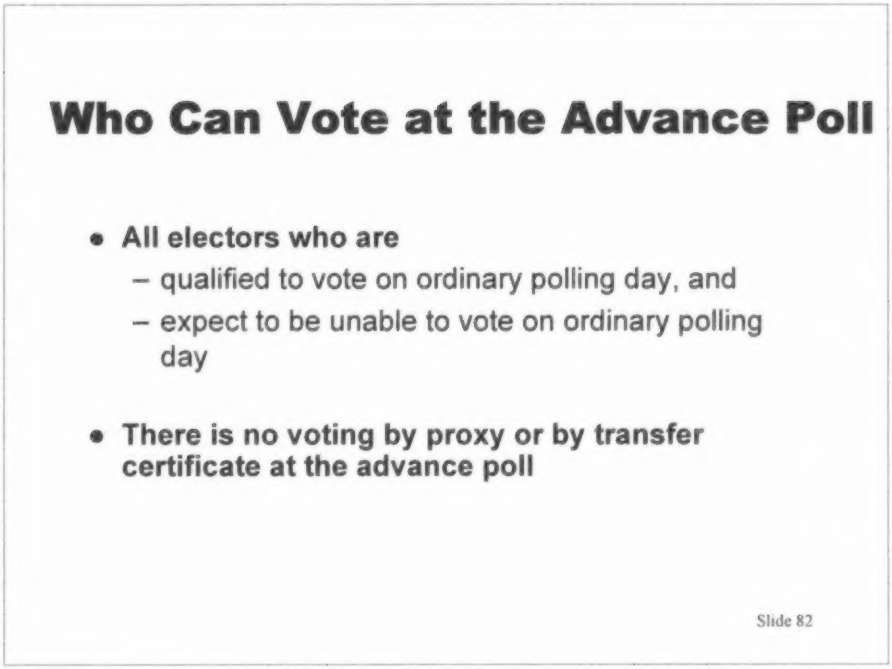
Get Voting Materials Ready

- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books



Opening the Advance Poll

- ☑ Open poll at 12:00 noon sharp
- ☑ Receive voters in a courteous and professional manner
- ☑ Make voters your first priority and assist them in any and every manner
- ☑ Do not let anyone rush you!



Who Can Vote at the Advance Poll

- **All electors who are**
  - qualified to vote on ordinary polling day, and
  - expect to be unable to vote on ordinary polling day
- **There is no voting by proxy or by transfer certificate at the advance poll**

Slide 82

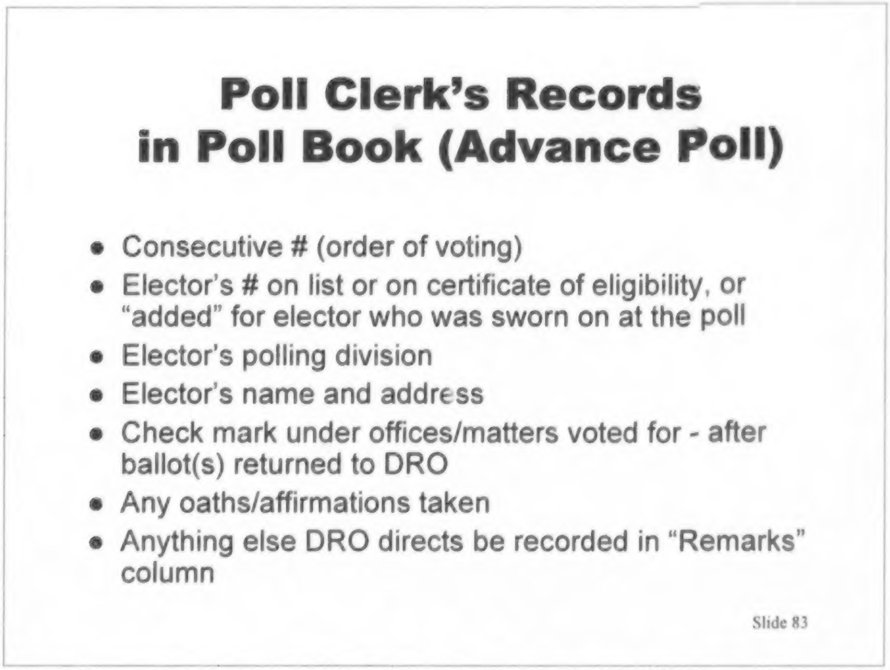
(In conjunction with Slide 33)

Although the Act says that the advance poll is for any elector who expects to be unable to vote on ordinary polling day, no confirmation is required for that fact, so in reality, anyone can choose to vote at the advance poll.

There is no proxy voting at the advance poll.

Voting by transfer certificate is not permitted at the advance poll.

(Do not need to discuss Slide 36 (Transfer Certificates) or Slides 41 & 42 (Voting by Proxy)



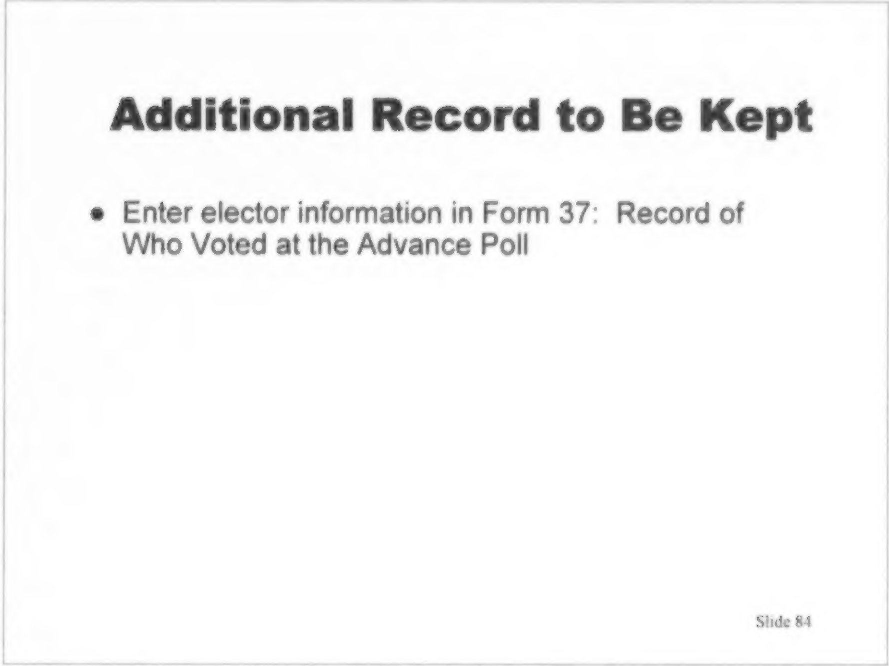
Poll Clerk's Records in Poll Book (Advance Poll)

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's polling division
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column

(To replace Slide 43)

Because the advance poll serves a number of polling divisions or even polling districts, the # of the elector on the list of electors will have to identify the polling division where the name of the elector is on the list of electors, or, if the elector is being added, which polling division the elector is being added to.

This information is in addition to the elector's # on the list of electors.

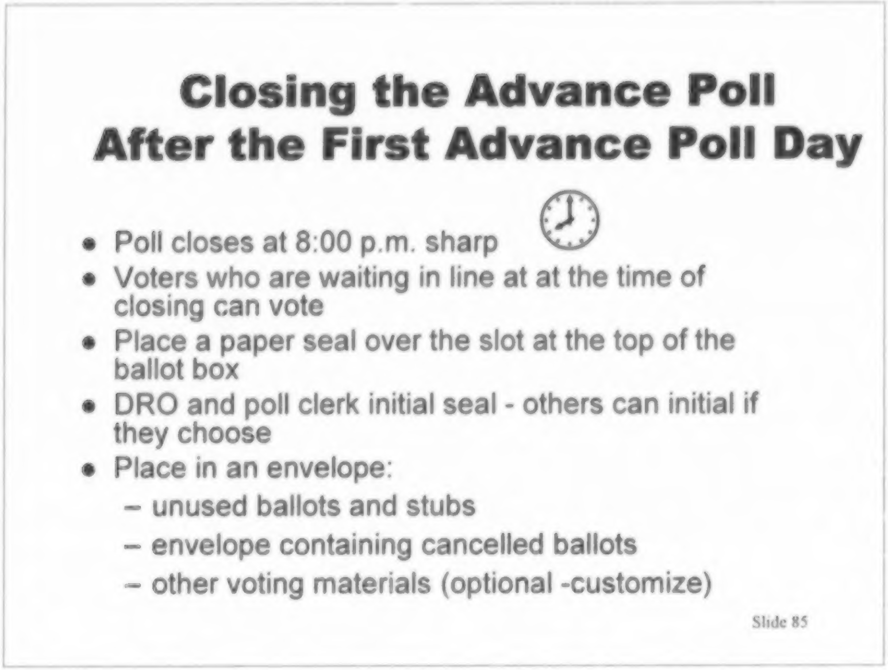


Additional Record to Be Kept

- Enter elector information in Form 37: Record of Who Voted at the Advance Poll

Slide 84

It may be helpful for the poll clerk to keep a “running list” for the purposes of Form 37, so that the list doesn’t need to be created after the advance poll is over.



Closing the Advance Poll After the First Advance Poll Day

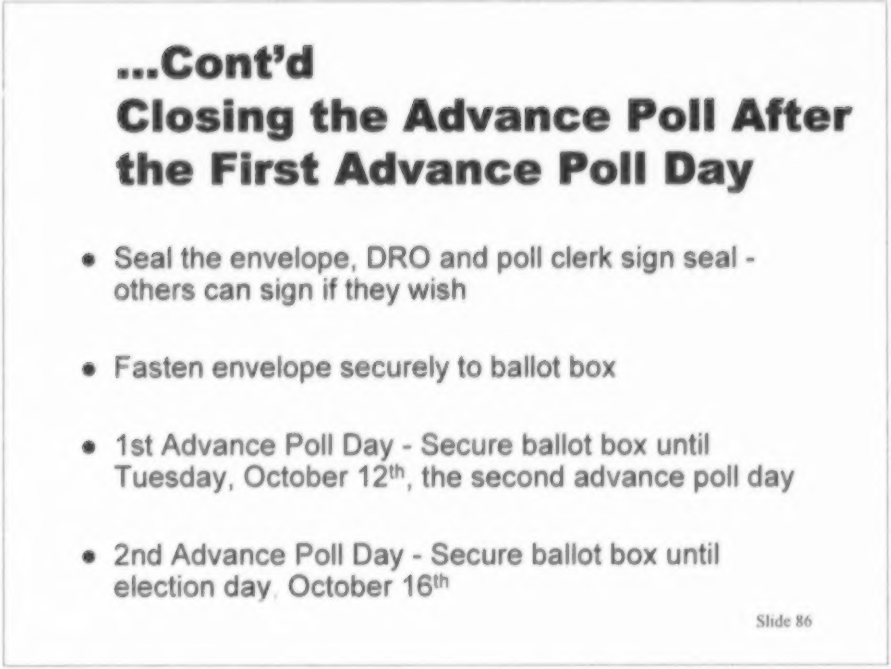
- Poll closes at 8:00 p.m. sharp
- Voters who are waiting in line at at the time of closing can vote
- Place a paper seal over the slot at the top of the ballot box
- DRO and poll clerk initial seal - others can initial if they choose
- Place in an envelope:
  - unused ballots and stubs
  - envelope containing cancelled ballots
  - other voting materials (optional -customize)

(In conjunction with Slide 51)

Review the closing hour, and the provisions of Slide 51 with respect to the procedure to be followed if there are people waiting to vote at 8:00 p.m.

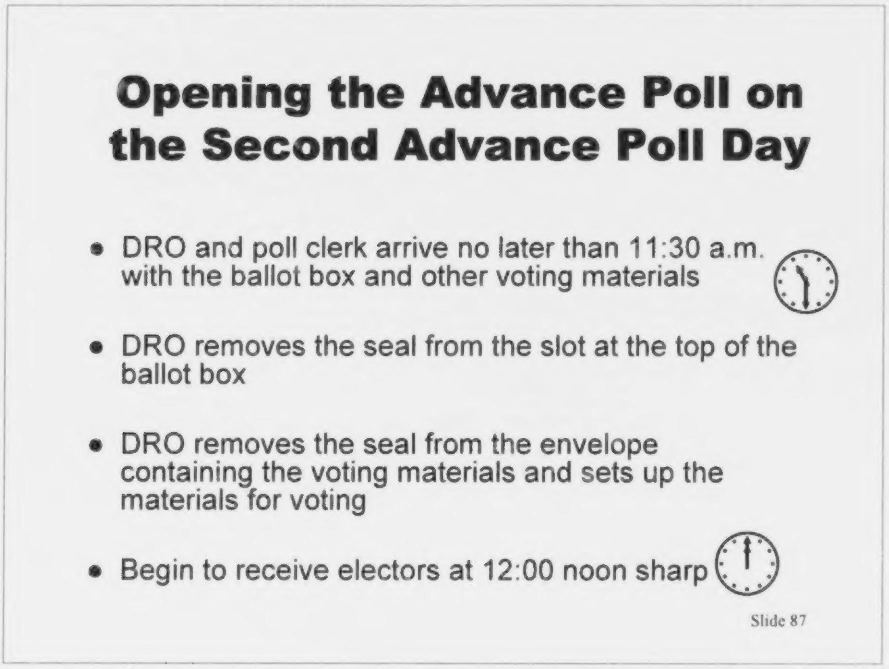
The same procedure is followed to close the advance poll on Day 1 and Day 2.

After Day 2, be sure you instruct them on how you want the ballot box kept until election day, and where you want them to return to count the ballots on election day.



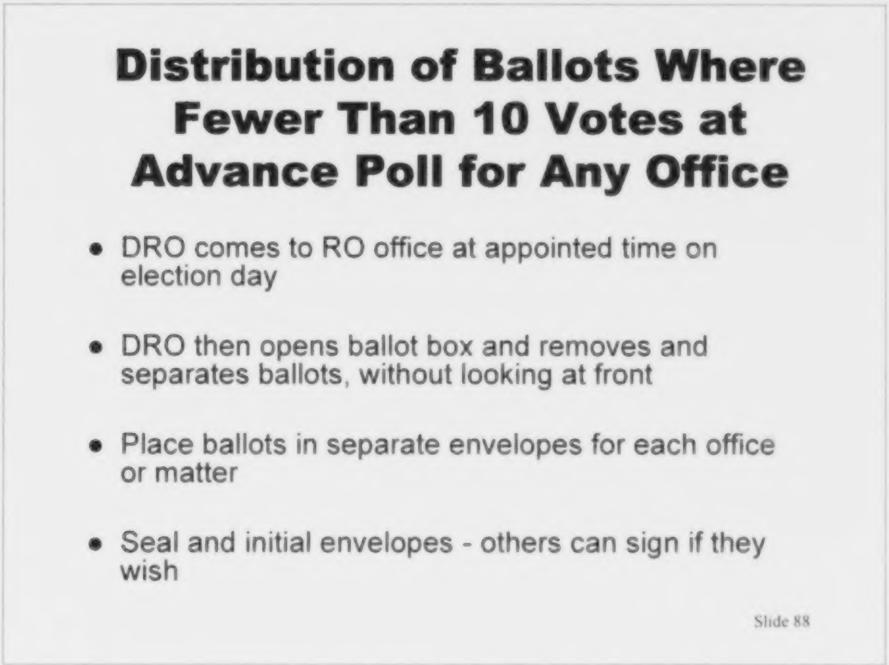
...Cont'd
Closing the Advance Poll After the First Advance Poll Day

- Seal the envelope, DRO and poll clerk sign seal - others can sign if they wish
- Fasten envelope securely to ballot box
- 1st Advance Poll Day - Secure ballot box until Tuesday, October 12th, the second advance poll day
- 2nd Advance Poll Day - Secure ballot box until election day, October 16th



Opening the Advance Poll on the Second Advance Poll Day

- DRO and poll clerk arrive no later than 11:30 a.m. with the ballot box and other voting materials
- DRO removes the seal from the slot at the top of the ballot box
- DRO removes the seal from the envelope containing the voting materials and sets up the materials for voting
- Begin to receive electors at 12:00 noon sharp

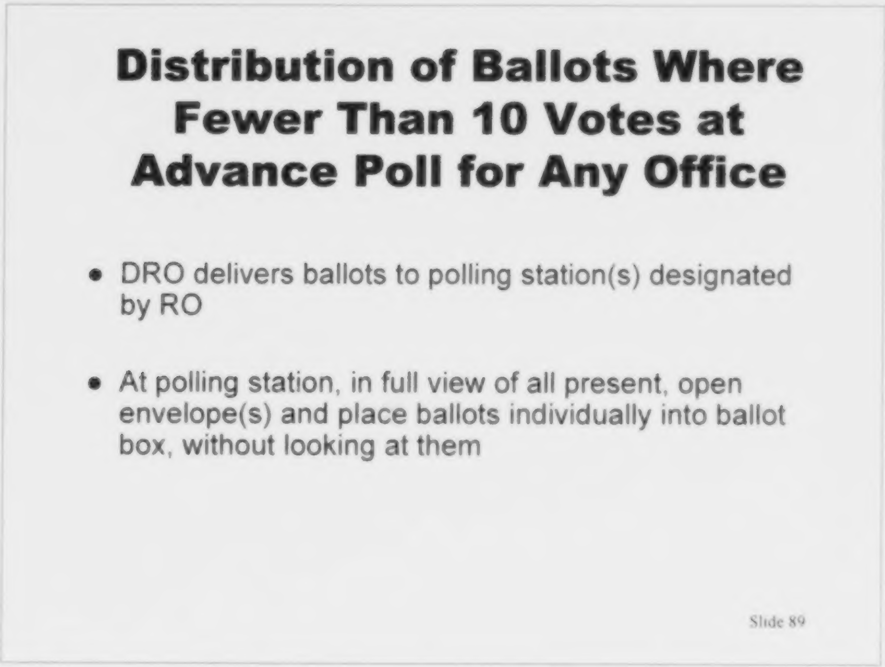


Distribution of Ballots Where Fewer Than 10 Votes at Advance Poll for Any Office

- DRO comes to RO office at appointed time on election day
- DRO then opens ballot box and removes and separates ballots, without looking at front
- Place ballots in separate envelopes for each office or matter
- Seal and initial envelopes - others can sign if they wish

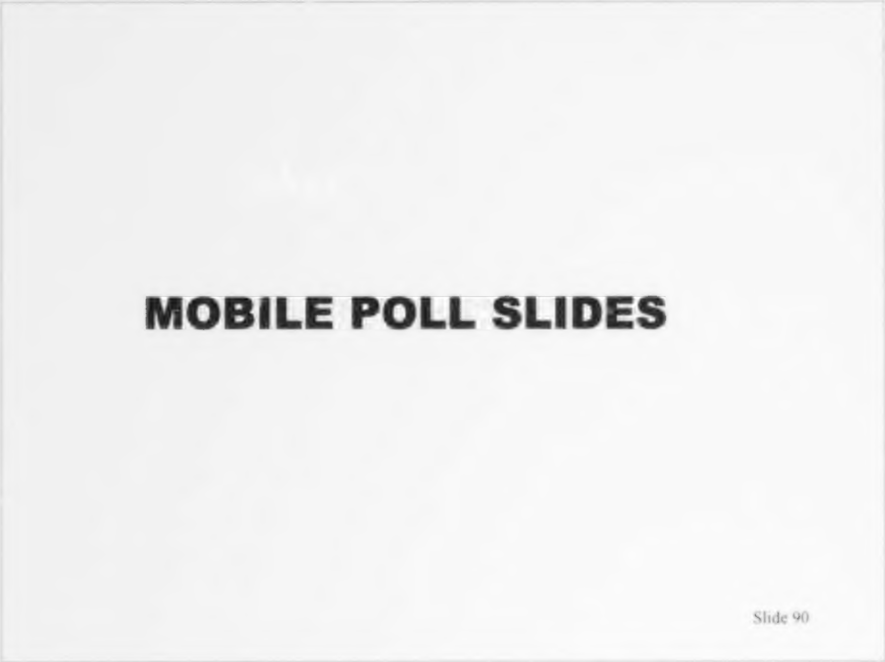
These slides are optional - you can use them if you are in this situation.

The transfer of ballots must be made sometime on election day. DRO not required to return on election night.



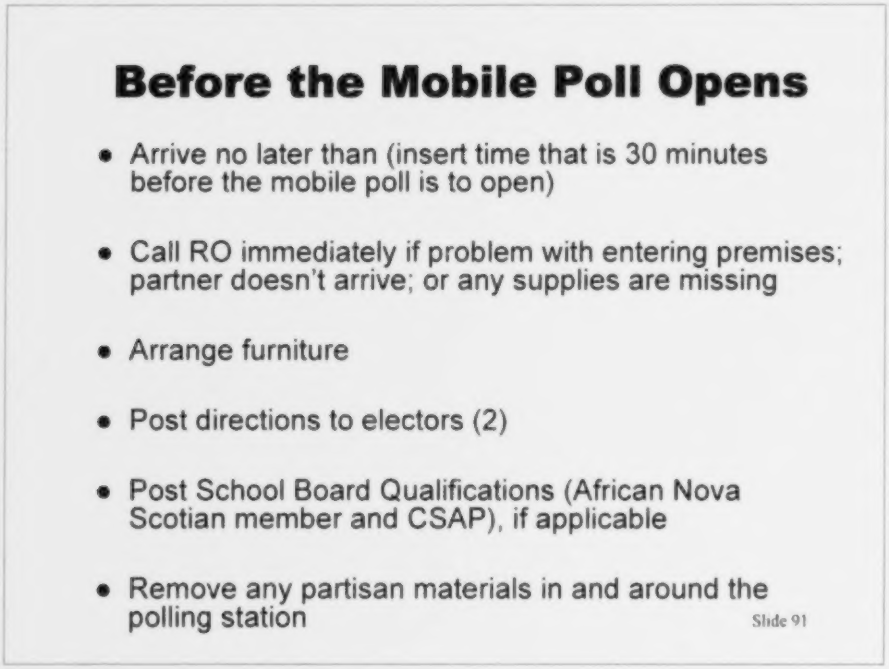
Distribution of Ballots Where Fewer Than 10 Votes at Advance Poll for Any Office

- DRO delivers ballots to polling station(s) designated by RO
- At polling station, in full view of all present, open envelope(s) and place ballots individually into ballot box, without looking at them



MOBILE POLL SLIDES

These slides are not necessary if there are no mobile polls in your municipality.



Before the Mobile Poll Opens

- Arrive no later than (insert time that is 30 minutes before the mobile poll is to open)
- Call RO immediately if problem with entering premises; partner doesn't arrive; or any supplies are missing
- Arrange furniture
- Post directions to electors (2)
- Post School Board Qualifications (African Nova Scotian member and CSAP), if applicable
- Remove any partisan materials in and around the polling station

Slide 91

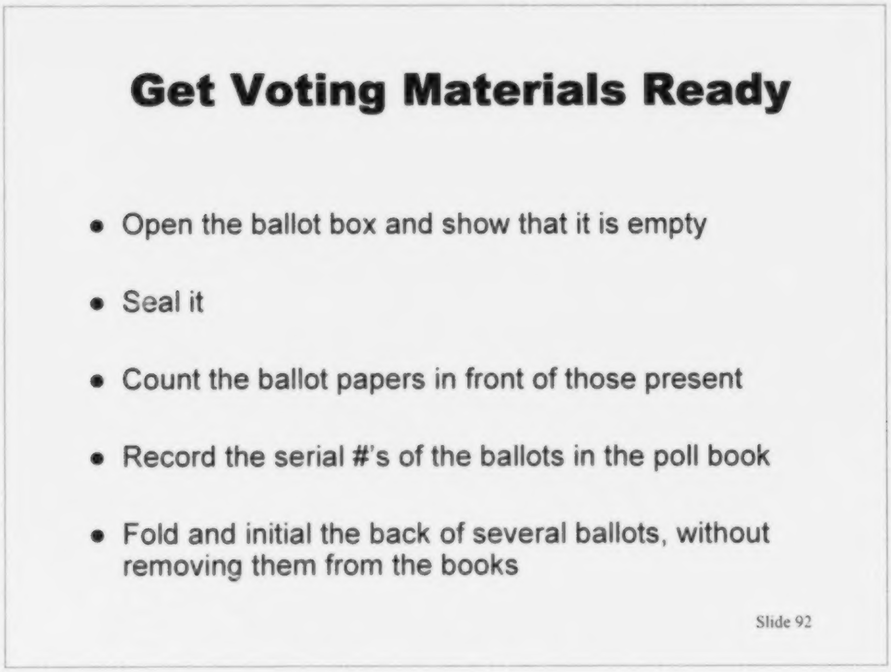
To replace Slides 29, 30, 31 & 32)

The time that they must arrive at the facility is to be inserted.

They can use their discretion about posting the polling place identification sign. In many facilities, the poll is in a common area of the building.

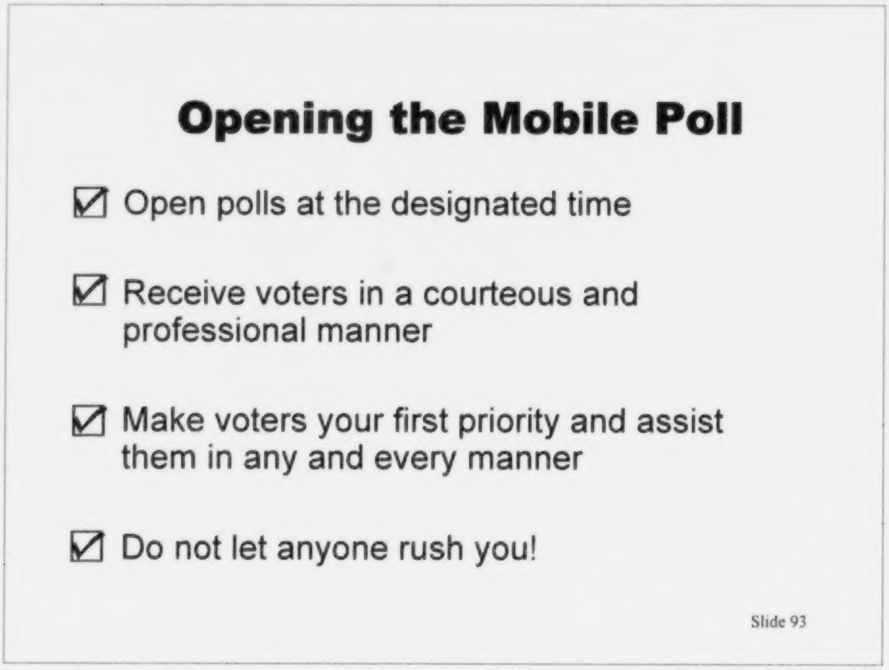
You could mention here that the DRO and poll clerk for this poll will probably need to have a lot of patience. Electors will most likely need extra time to vote, as some will be frail and may need assistance.

They should take time to explain the different ballots, if necessary.



Get Voting Materials Ready

- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books



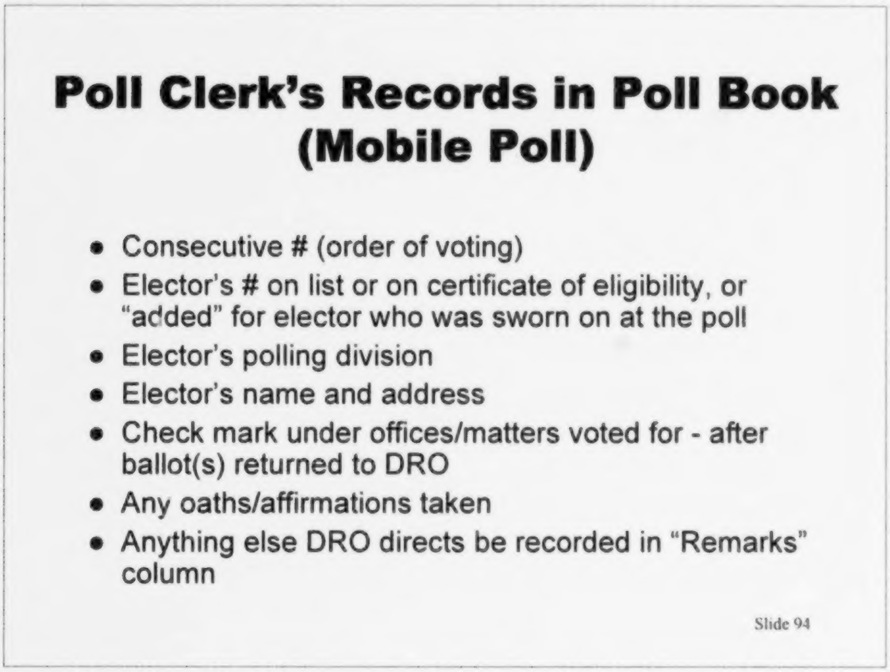
Opening the Mobile Poll

☑ Open polls at the designated time

☑ Receive voters in a courteous and professional manner

☑ Make voters your first priority and assist them in any and every manner

☑ Do not let anyone rush you!



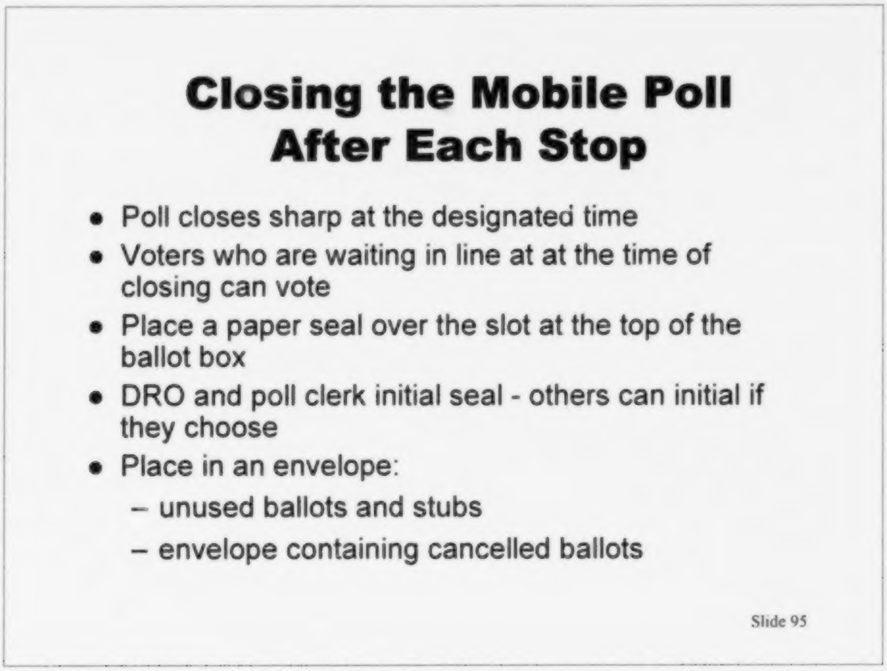
Poll Clerk's Records in Poll Book (Mobile Poll)

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's polling division
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column

(In conjunction with Slide 44)

If the mobile poll is serving more than one facility, the poll clerk must keep the records of voting according to which polling division the votes are from.

One poll book can be used.



Closing the Mobile Poll After Each Stop

- Poll closes sharp at the designated time
- Voters who are waiting in line at at the time of closing can vote
- Place a paper seal over the slot at the top of the ballot box
- DRO and poll clerk initial seal - others can initial if they choose
- Place in an envelope:
  - unused ballots and stubs
  - envelope containing cancelled ballots

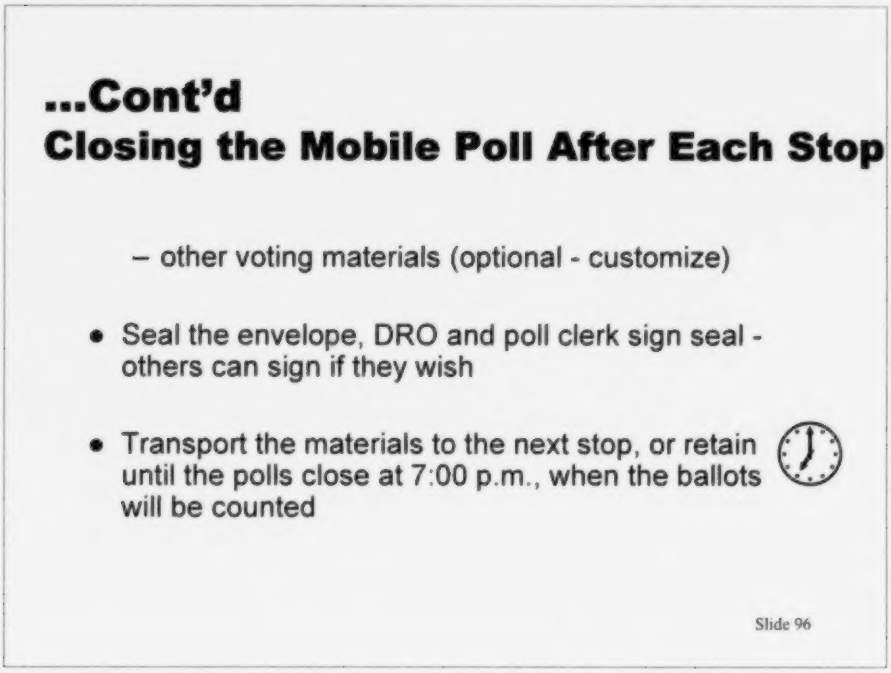
Slide 95

(In conjunction with Slide 51)

The procedure used is the same, whether or there is one stop or more than one stop for the poll.

It is important that everything be properly sealed so that there is no question about the integrity of the ballots.

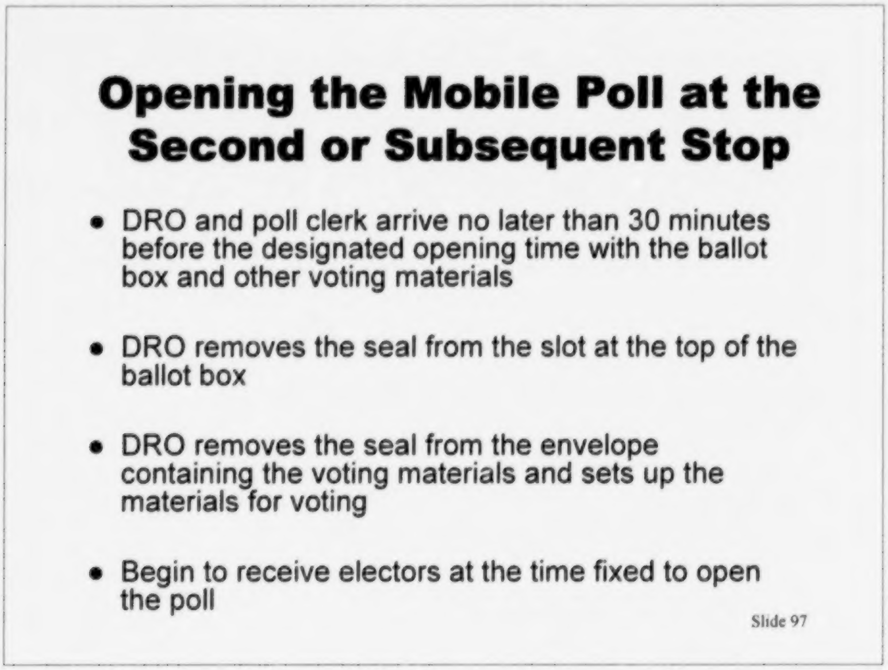
Remind them that agents can go from place to place, but they must provide their own transportation.



...Cont'd
Closing the Mobile Poll After Each Stop

  - other voting materials (optional - customize)

- Seal the envelope, DRO and poll clerk sign seal - others can sign if they wish
- Transport the materials to the next stop, or retain until the polls close at 7:00 p.m., when the ballots will be counted



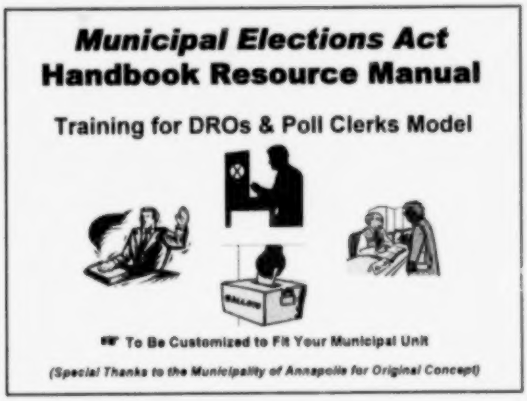
Opening the Mobile Poll at the Second or Subsequent Stop

- DRO and poll clerk arrive no later than 30 minutes before the designated opening time with the ballot box and other voting materials
- DRO removes the seal from the slot at the top of the ballot box
- DRO removes the seal from the envelope containing the voting materials and sets up the materials for voting
- Begin to receive electors at the time fixed to open the poll

Be sure that they know the time that they must be at the second or subsequent stop.

All activities are carried out in the presence of any candidates or agents who are present.

Municipal Elections Act - Handbook Resource Manual
Training for DROs & Poll Clerks Model

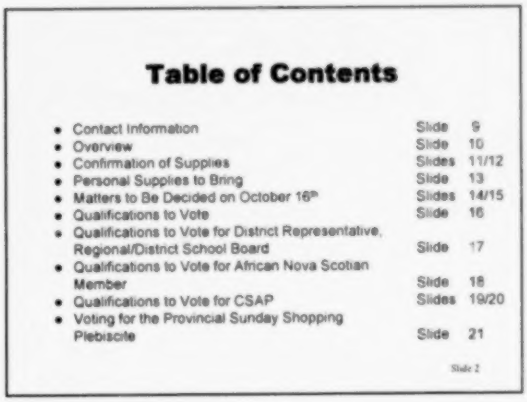


Municipal Elections Act
Handbook Resource Manual

Training for DROs & Poll Clerks Model

☞ To Be Customized to Fit Your Municipal Unit

(Special Thanks to the Municipality of Annapolis for Original Concept)



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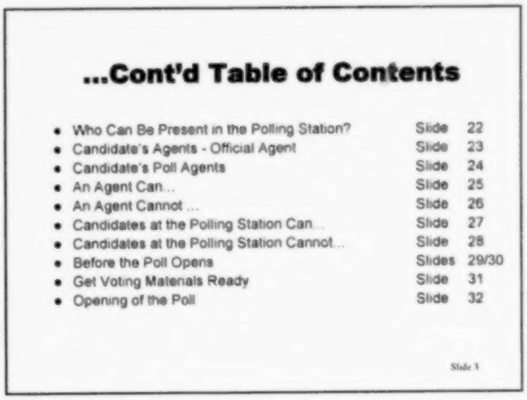

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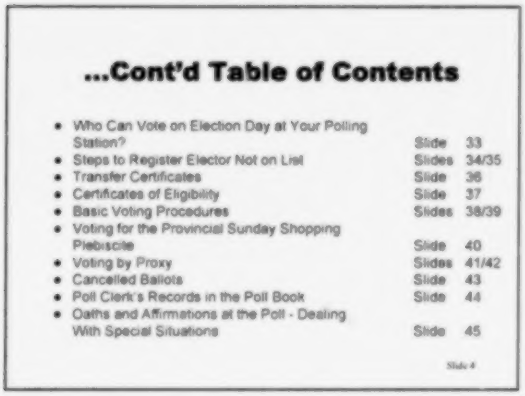

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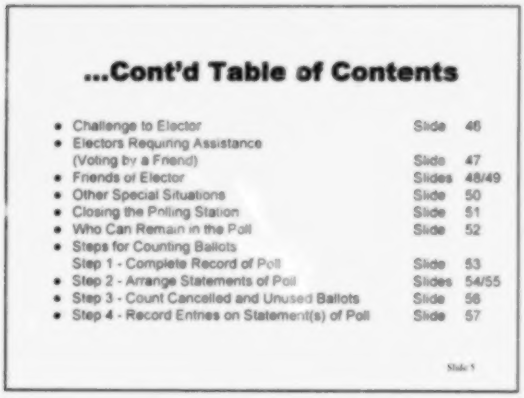

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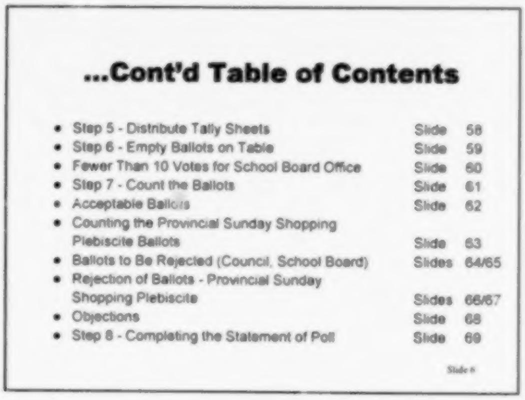

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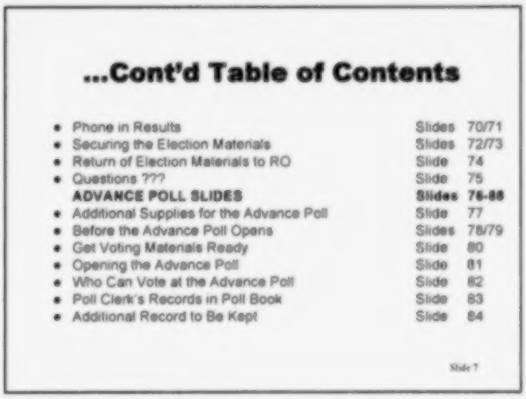

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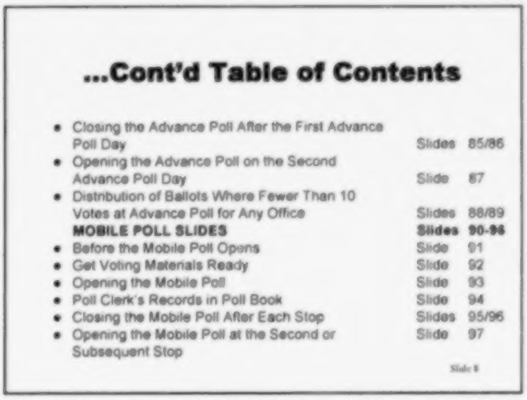

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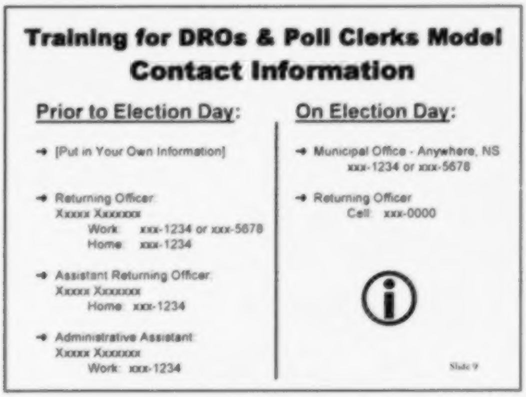


Training for DROs & Poll Clerks Model
Contact Information

Prior to Election Day:

→ [Put in Your Own Information]

→ Returning Officer:
Xxxxx Xxxxxxx
Work: xxx-1234 or xxx-5678
Home: xxx-1234

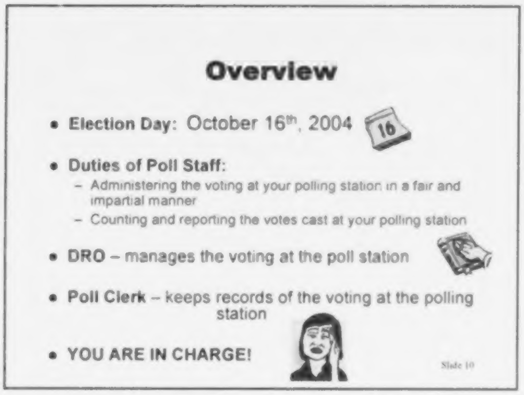
→ Assistant Returning Officer:
Xxxxx Xxxxxxx
Home: xxx-1234

→ Administrative Assistant:
Xxxxx Xxxxxxx
Work: xxx-1234

On Election Day:

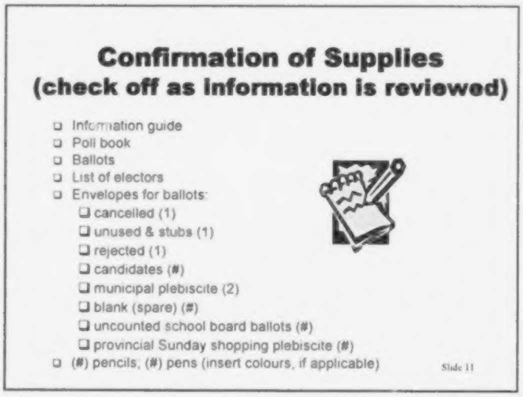
→ Municipal Office - Anywhere, NS
xxx-1234 or xxx-5678

→ Returning Officer
Cell: xxx-0000



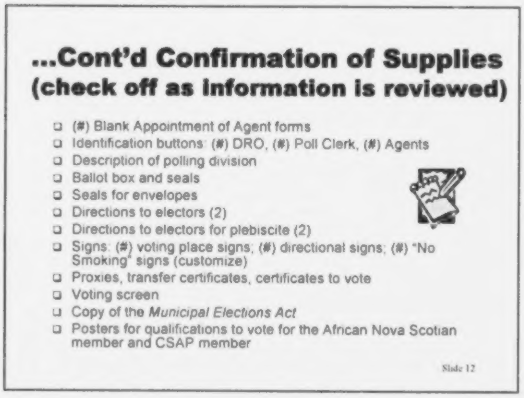
Overview

- **Election Day:** October 16th, 2004
- **Duties of Poll Staff:**
  - Administering the voting at your polling station in a fair and impartial manner
  - Counting and reporting the votes cast at your polling station
- **DRO** – manages the voting at the poll station
- **Poll Clerk** – keeps records of the voting at the polling station
- **YOU ARE IN CHARGE!**



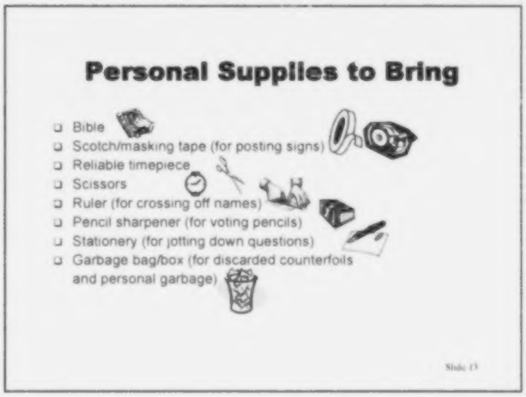
Confirmation of Supplies (check off as information is reviewed)

- ☐ Information guide
- ☐ Poll book
- ☐ Ballots
- ☐ List of electors
- ☐ Envelopes for ballots:
  - ☐ cancelled (1)
  - ☐ unused & stubs (1)
  - ☐ rejected (1)
  - ☐ candidates (#)
  - ☐ municipal plebiscite (2)
  - ☐ blank (spare) (#)
  - ☐ uncounted school board ballots (#)
  - ☐ provincial Sunday shopping plebiscite (#)
- ☐ (#) pencils; (#) pens (insert colours, if applicable)



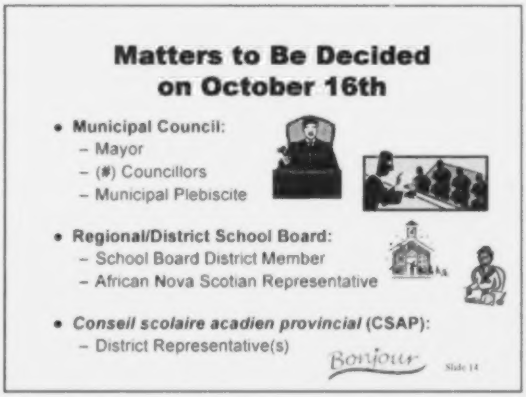
...Cont'd Confirmation of Supplies (check off as information is reviewed)

- ☐ (#) Blank Appointment of Agent forms
- ☐ Identification buttons: (#) DRO, (#) Poll Clerk, (#) Agents
- ☐ Description of polling division
- ☐ Ballot box and seals
- ☐ Seals for envelopes
- ☐ Directions to electors (2)
- ☐ Directions to electors for plebiscite (2)
- ☐ Signs: (#) voting place signs; (#) directional signs; (#) "No Smoking" signs (customize)
- ☐ Proxies, transfer certificates, certificates to vote
- ☐ Voting screen
- ☐ Copy of the *Municipal Elections Act*
- ☐ Posters for qualifications to vote for the African Nova Scotian member and CSAP member



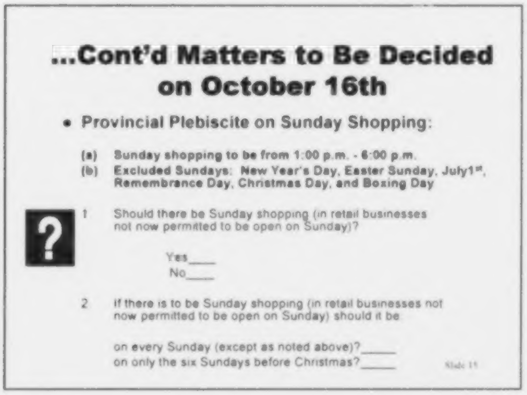
Personal Supplies to Bring

- ☐ Bible
- ☐ Scotch/masking tape (for posting signs)
- ☐ Reliable timepiece
- ☐ Scissors
- ☐ Ruler (for crossing off names)
- ☐ Pencil sharpener (for voting pencils)
- ☐ Stationery (for jotting down questions)
- ☐ Garbage bag/box (for discarded counterfoils and personal garbage)



Matters to Be Decided on October 16th

- **Municipal Council:**
  - Mayor
  - (#) Councillors
  - Municipal Plebiscite
- **Regional/District School Board:**
  - School Board District Member
  - African Nova Scotian Representative
- ***Conseil scolaire acadien provincial* (CSAP):**
  - District Representative(s)



...Cont'd Matters to Be Decided on October 16th

- **Provincial Plebiscite on Sunday Shopping:**

(a) Sunday shopping to be from 1:00 p.m. - 6:00 p.m.
(b) Excluded Sundays: New Year's Day, Easter Sunday, July1st, Remembrance Day, Christmas Day, and Boxing Day

1 Should there be Sunday shopping (in retail businesses not now permitted to be open on Sunday)?

Yes____
No____

2 If there is to be Sunday shopping (in retail businesses not now permitted to be open on Sunday) should it be

on every Sunday (except as noted above)?_____
on only the six Sundays before Christmas?_____

Qualifications to Vote

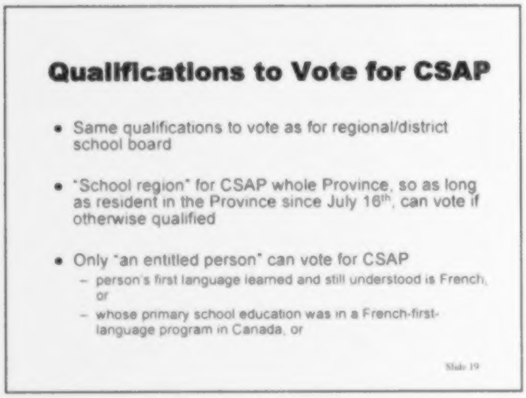
- As of election day (October 16th)
  - 18 years of age
  - Canadian citizen
  - Ordinarily resident in the municipality for 3 months prior to election day (as of July 16th), and continues to so reside, and
  - Is voting at the polling station for the polling division where he/she resides on election day

Qualifications to Vote for District Representative, Regional/District School Board

- Anyone qualified to vote for council can vote for district member of school board
- Also, a person who has resided in a school region/district for 3 months before election day (as of July 16th), is qualified to vote for school board member, even if he/she has not resided in the municipality for 3 months

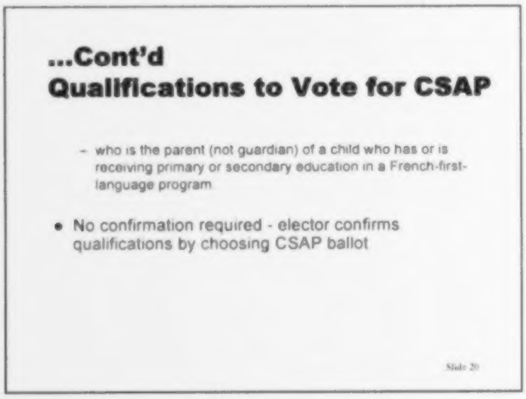
Qualifications to Vote for African Nova Scotian Member

- Must be qualified to vote for district member of the school board, and
- Must be an African Nova Scotian or a black person, or the parent or guardian of an African Nova Scotian
- No confirmation required - elector confirms qualification by choosing African Nova Scotian member ballot



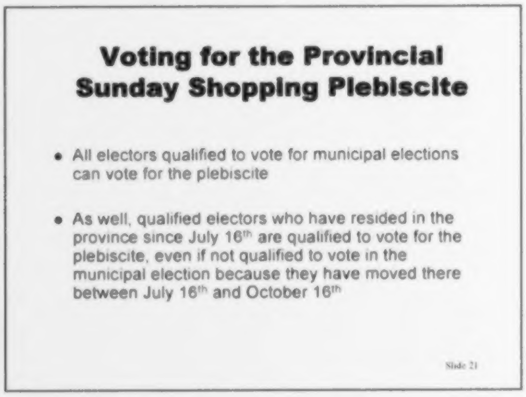
Qualifications to Vote for CSAP

- Same qualifications to vote as for regional/district school board
- "School region" for CSAP whole Province, so as long as resident in the Province since July 16th, can vote if otherwise qualified
- Only "an entitled person" can vote for CSAP
  - person's first language learned and still understood is French, or
  - whose primary school education was in a French-first-language program in Canada, or



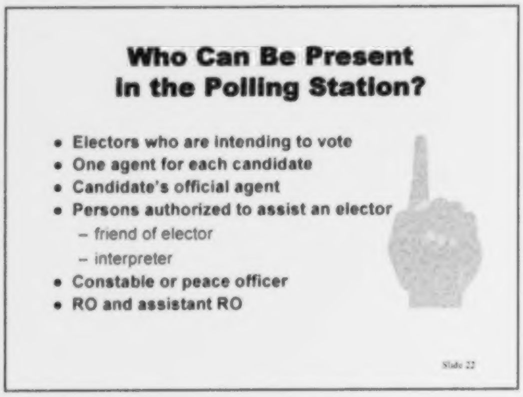
...Cont'd Qualifications to Vote for CSAP

  - who is the parent (not guardian) of a child who has or is receiving primary or secondary education in a French-first-language program
- No confirmation required - elector confirms qualifications by choosing CSAP ballot



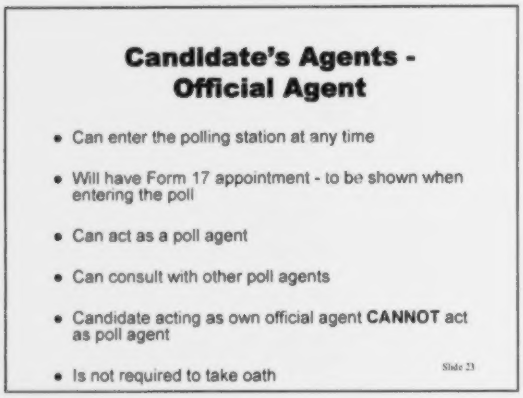
Voting for the Provincial Sunday Shopping Plebiscite

- All electors qualified to vote for municipal elections can vote for the plebiscite
- As well, qualified electors who have resided in the province since July 16th are qualified to vote for the plebiscite, even if not qualified to vote in the municipal election because they have moved there between July 16th and October 16th



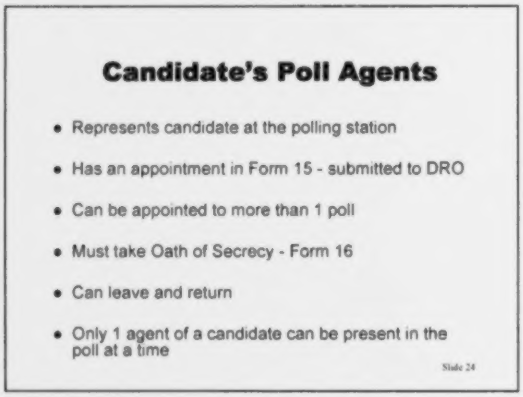
Who Can Be Present in the Polling Station?

- **Electors who are intending to vote**
- **One agent for each candidate**
- **Candidate's official agent**
- **Persons authorized to assist an elector**
  - friend of elector
  - interpreter
- **Constable or peace officer**
- **RO and assistant RO**



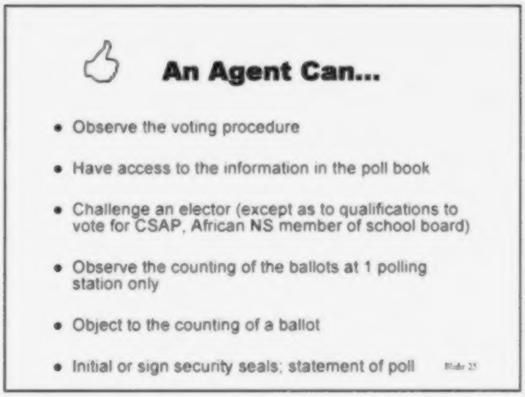
Candidate's Agents - Official Agent

- Can enter the polling station at any time
- Will have Form 17 appointment - to be shown when entering the poll
- Can act as a poll agent
- Can consult with other poll agents
- Candidate acting as own official agent **CANNOT** act as poll agent
- Is not required to take oath



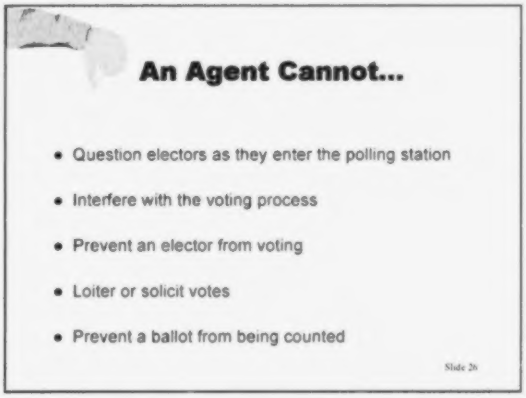
Candidate's Poll Agents

- Represents candidate at the polling station
- Has an appointment in Form 15 - submitted to DRO
- Can be appointed to more than 1 poll
- Must take Oath of Secrecy - Form 16
- Can leave and return
- Only 1 agent of a candidate can be present in the poll at a time



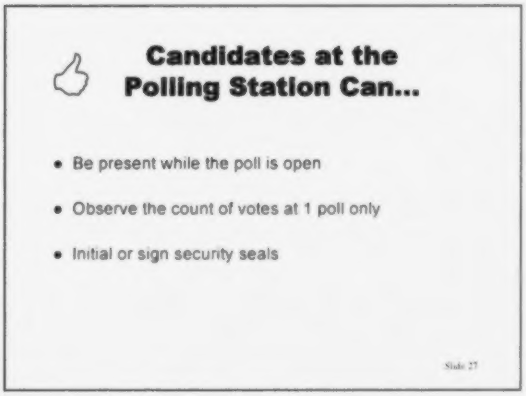
An Agent Can...

- Observe the voting procedure
- Have access to the information in the poll book
- Challenge an elector (except as to qualifications to vote for CSAP, African NS member of school board)
- Observe the counting of the ballots at 1 polling station only
- Object to the counting of a ballot
- Initial or sign security seals; statement of poll



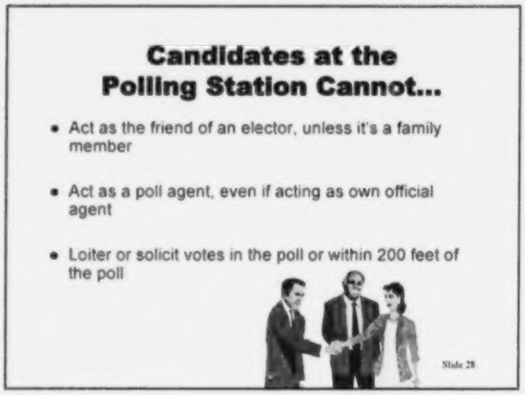
An Agent Cannot...

- Question electors as they enter the polling station
- Interfere with the voting process
- Prevent an elector from voting
- Loiter or solicit votes
- Prevent a ballot from being counted



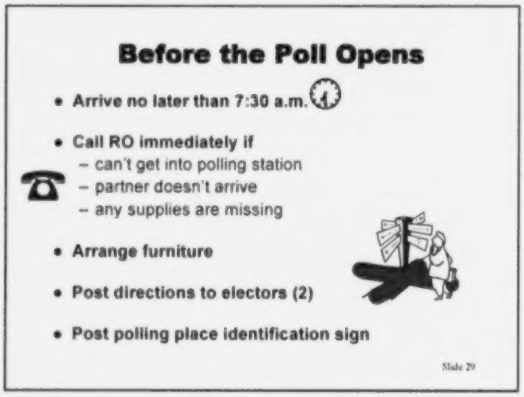
Candidates at the Polling Station Can...

- Be present while the poll is open
- Observe the count of votes at 1 poll only
- Initial or sign security seals



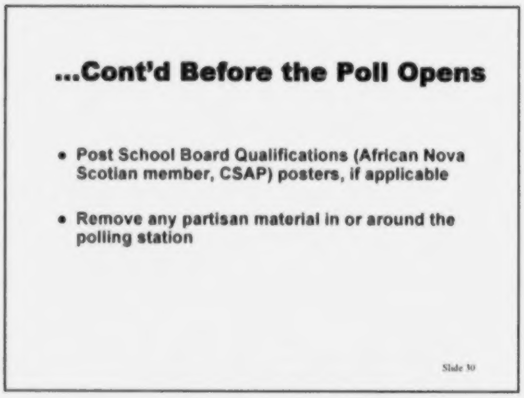
Candidates at the Polling Station Cannot...

- Act as the friend of an elector, unless it's a family member
- Act as a poll agent, even if acting as own official agent
- Loiter or solicit votes in the poll or within 200 feet of the poll



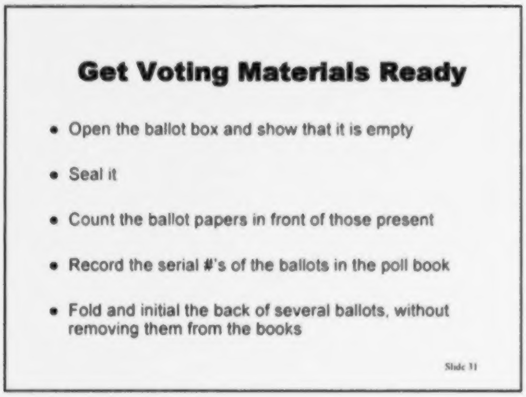
Before the Poll Opens

- **Arrive no later than 7:30 a.m.**
- **Call RO immediately if**
  - can't get into polling station
  - partner doesn't arrive
  - any supplies are missing
- **Arrange furniture**
- **Post directions to electors (2)**
- **Post polling place identification sign**



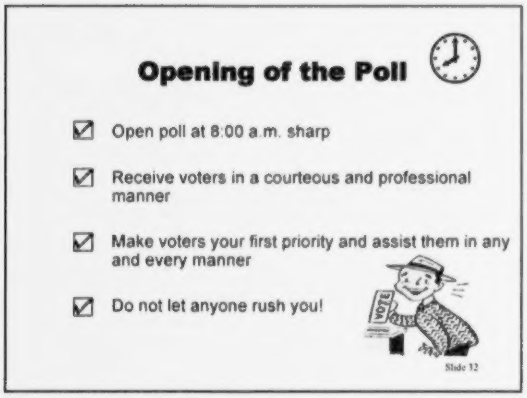
...Cont'd Before the Poll Opens

- **Post School Board Qualifications (African Nova Scotian member, CSAP) posters, if applicable**
- **Remove any partisan material in or around the polling station**



Get Voting Materials Ready

- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books



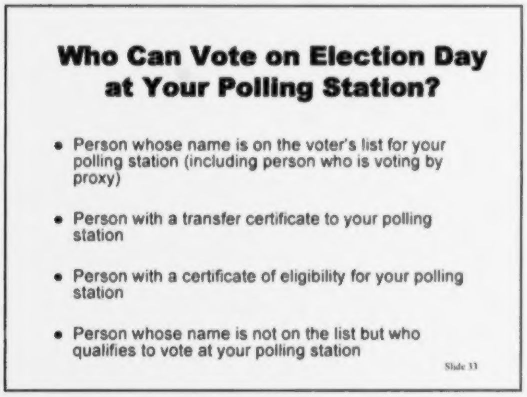
Opening of the Poll

☑ Open poll at 8:00 a.m. sharp

☑ Receive voters in a courteous and professional manner

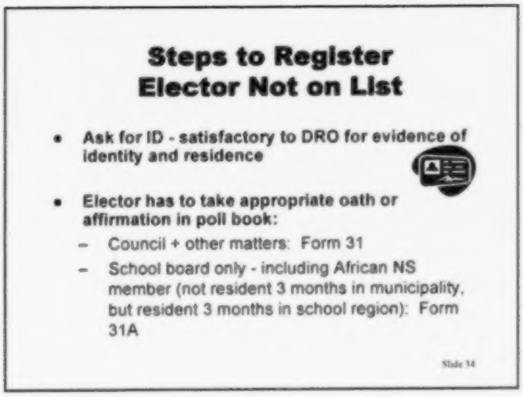
☑ Make voters your first priority and assist them in any and every manner

☑ Do not let anyone rush you!



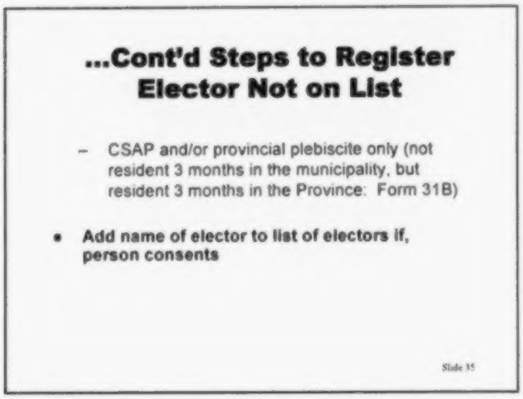
Who Can Vote on Election Day at Your Polling Station?

- Person whose name is on the voter's list for your polling station (including person who is voting by proxy)
- Person with a transfer certificate to your polling station
- Person with a certificate of eligibility for your polling station
- Person whose name is not on the list but who qualifies to vote at your polling station



Steps to Register Elector Not on List

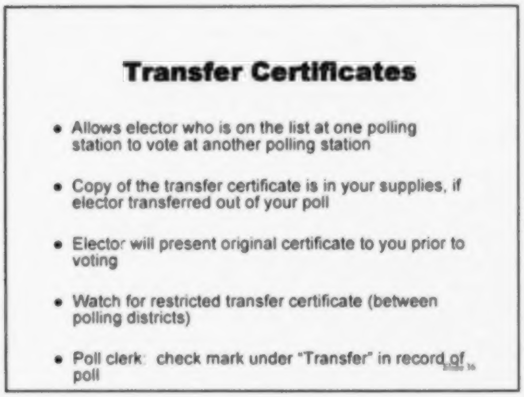
- **Ask for ID - satisfactory to DRO for evidence of identity and residence**
- **Elector has to take appropriate oath or affirmation in poll book:**
  - Council + other matters: Form 31
  - School board only - including African NS member (not resident 3 months in municipality, but resident 3 months in school region): Form 31A



...Cont'd Steps to Register Elector Not on List

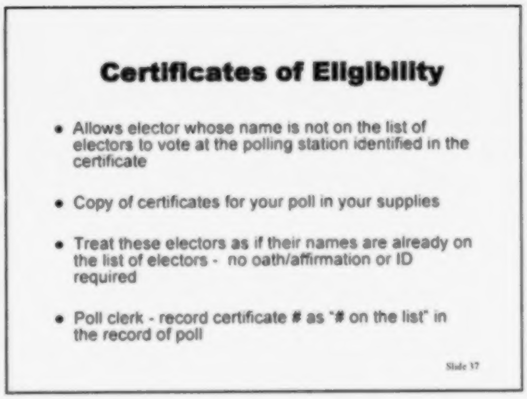
  - CSAP and/or provincial plebiscite only (not resident 3 months in the municipality, but resident 3 months in the Province: Form 31B)

- **Add name of elector to list of electors if, person consents**



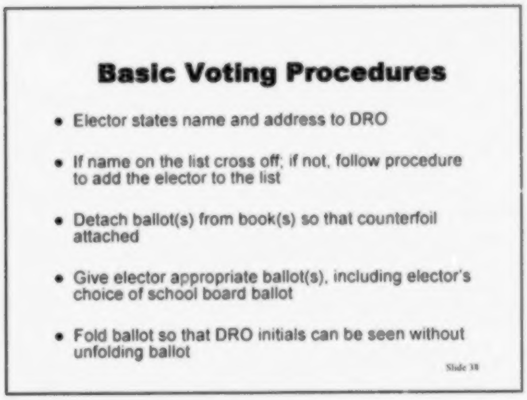
Transfer Certificates

- Allows elector who is on the list at one polling station to vote at another polling station
- Copy of the transfer certificate is in your supplies, if elector transferred out of your poll
- Elector will present original certificate to you prior to voting
- Watch for restricted transfer certificate (between polling districts)
- Poll clerk: check mark under "Transfer" in record of poll



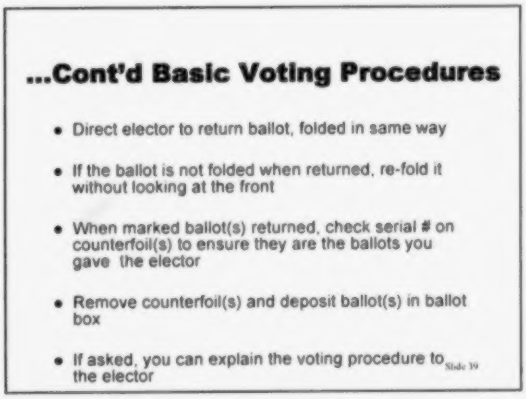
Certificates of Eligibility

- Allows elector whose name is not on the list of electors to vote at the polling station identified in the certificate
- Copy of certificates for your poll in your supplies
- Treat these electors as if their names are already on the list of electors - no oath/affirmation or ID required
- Poll clerk - record certificate # as "# on the list" in the record of poll



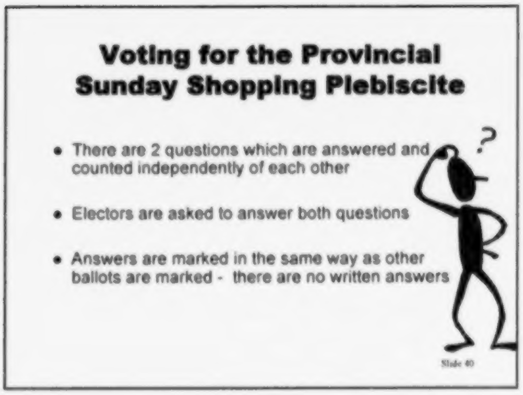
Basic Voting Procedures

- Elector states name and address to DRO
- If name on the list cross off; if not, follow procedure to add the elector to the list
- Detach ballot(s) from book(s) so that counterfoil attached
- Give elector appropriate ballot(s), including elector's choice of school board ballot
- Fold ballot so that DRO initials can be seen without unfolding ballot



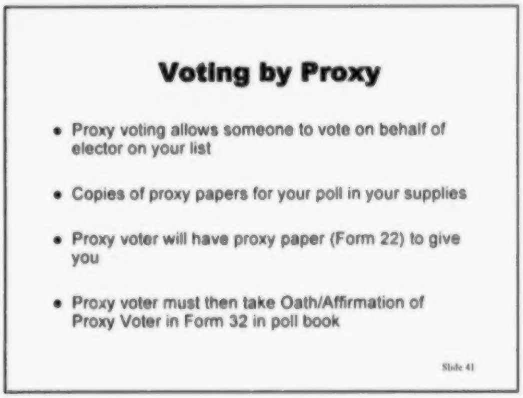
...Cont'd Basic Voting Procedures

- Direct elector to return ballot, folded in same way
- If the ballot is not folded when returned, re-fold it without looking at the front
- When marked ballot(s) returned, check serial # on counterfoil(s) to ensure they are the ballots you gave the elector
- Remove counterfoil(s) and deposit ballot(s) in ballot box
- If asked, you can explain the voting procedure to the elector



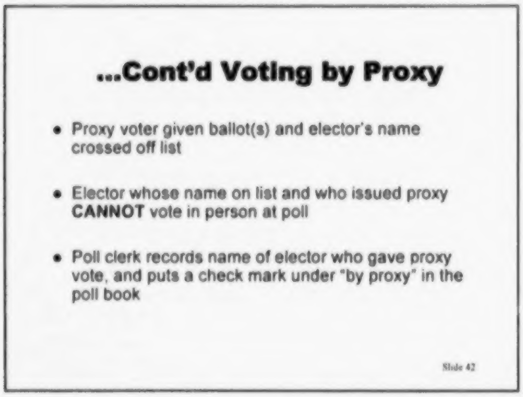
Voting for the Provincial Sunday Shopping Plebiscite

- There are 2 questions which are answered and counted independently of each other
- Electors are asked to answer both questions
- Answers are marked in the same way as other ballots are marked - there are no written answers



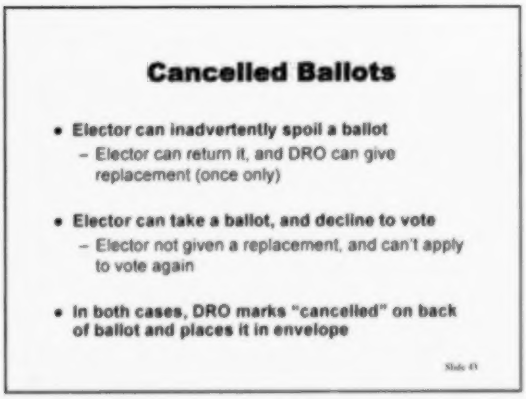
Voting by Proxy

- Proxy voting allows someone to vote on behalf of elector on your list
- Copies of proxy papers for your poll in your supplies
- Proxy voter will have proxy paper (Form 22) to give you
- Proxy voter must then take Oath/Affirmation of Proxy Voter in Form 32 in poll book



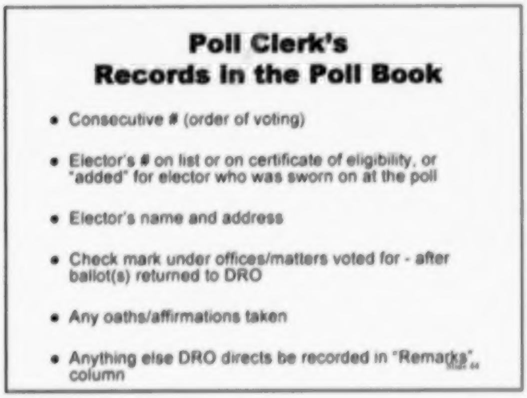
...Cont'd Voting by Proxy

- Proxy voter given ballot(s) and elector's name crossed off list
- Elector whose name on list and who issued proxy **CANNOT** vote in person at poll
- Poll clerk records name of elector who gave proxy vote, and puts a check mark under "by proxy" in the poll book



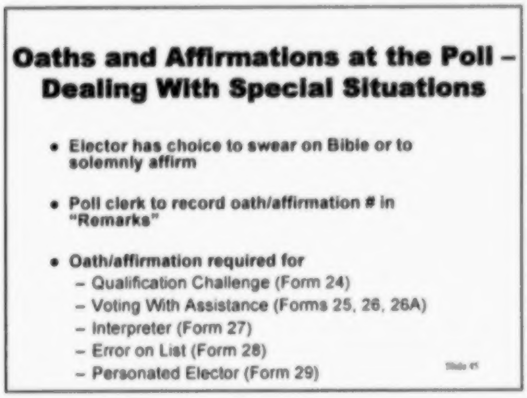
Cancelled Ballots

- **Elector can inadvertently spoil a ballot**
  - Elector can return it, and DRO can give replacement (once only)
- **Elector can take a ballot, and decline to vote**
  - Elector not given a replacement, and can't apply to vote again
- **In both cases, DRO marks "cancelled" on back of ballot and places it in envelope**



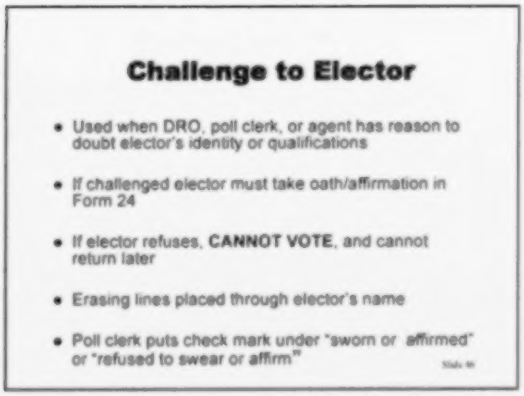
Poll Clerk's Records in the Poll Book

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column



Oaths and Affirmations at the Poll – Dealing With Special Situations

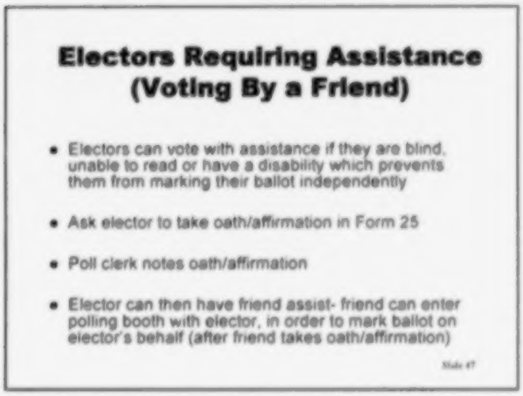
- **Elector has choice to swear on Bible or to solemnly affirm**
- **Poll clerk to record oath/affirmation # in "Remarks"**
- **Oath/affirmation required for**
  - Qualification Challenge (Form 24)
  - Voting With Assistance (Forms 25, 26, 26A)
  - Interpreter (Form 27)
  - Error on List (Form 28)
  - Personated Elector (Form 29)



Challenge to Elector

- Used when DRO, poll clerk, or agent has reason to doubt elector's identity or qualifications
- If challenged elector must take oath/affirmation in Form 24
- If elector refuses, **CANNOT VOTE**, and cannot return later
- Erasing lines placed through elector's name
- Poll clerk puts check mark under "sworn or affirmed" or "refused to swear or affirm"

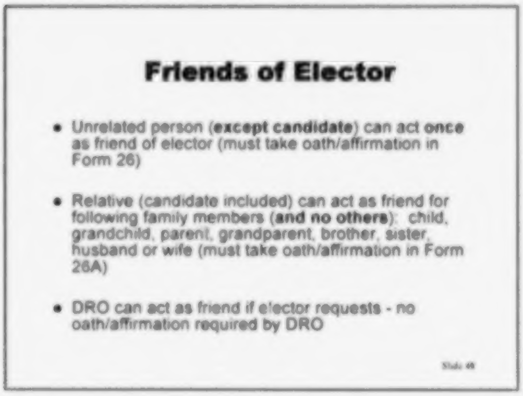
Slide 46



Electors Requiring Assistance (Voting By a Friend)

- Electors can vote with assistance if they are blind, unable to read or have a disability which prevents them from marking their ballot independently
- Ask elector to take oath/affirmation in Form 25
- Poll clerk notes oath/affirmation
- Elector can then have friend assist- friend can enter polling booth with elector, in order to mark ballot on elector's behalf (after friend takes oath/affirmation)

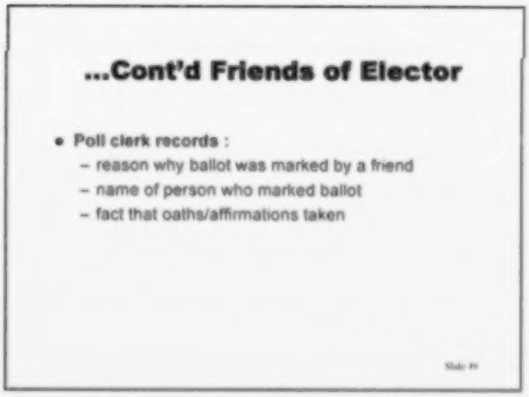
Slide 47



Friends of Elector

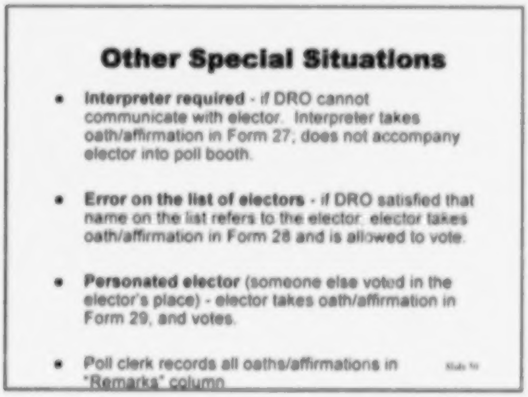
- Unrelated person (**except candidate**) can act **once** as friend of elector (must take oath/affirmation in Form 26)
- Relative (candidate included) can act as friend for following family members (**and no others**): child, grandchild, parent, grandparent, brother, sister, husband or wife (must take oath/affirmation in Form 26A)
- DRO can act as friend if elector requests - no oath/affirmation required by DRO

Slide 48



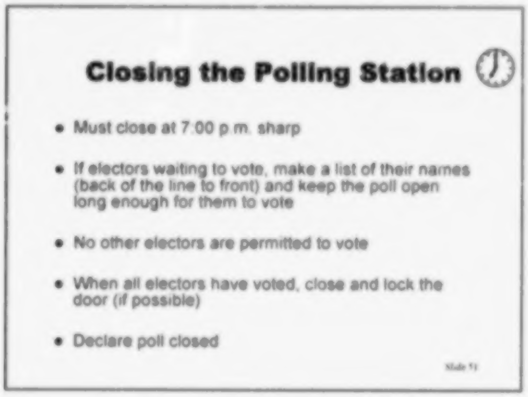
...Cont'd Friends of Elector

- **Poll clerk records :**
  - reason why ballot was marked by a friend
  - name of person who marked ballot
  - fact that oaths/affirmations taken



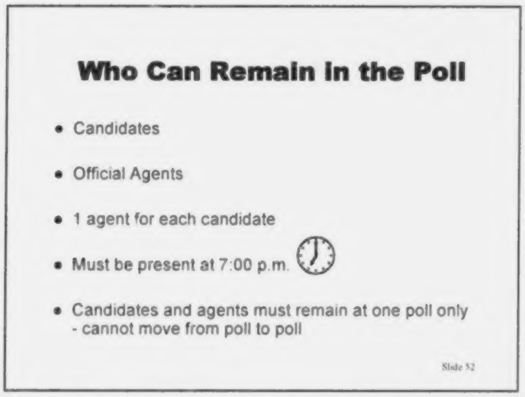
Other Special Situations

- **Interpreter required** - if DRO cannot communicate with elector. Interpreter takes oath/affirmation in Form 27; does not accompany elector into poll booth.
- **Error on the list of electors** - if DRO satisfied that name on the list refers to the elector: elector takes oath/affirmation in Form 28 and is allowed to vote.
- **Personated elector** (someone else voted in the elector's place) - elector takes oath/affirmation in Form 29, and votes.
- Poll clerk records all oaths/affirmations in "Remarks" column



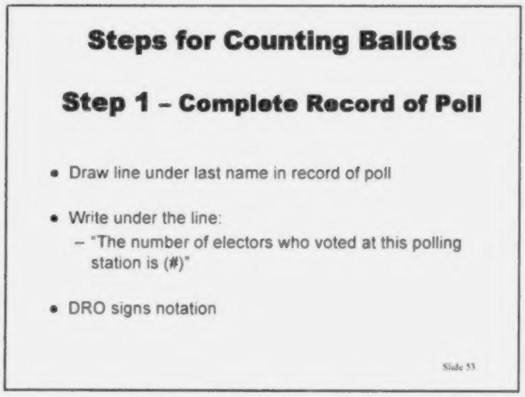
Closing the Polling Station

- Must close at 7:00 p.m. sharp
- If electors waiting to vote, make a list of their names (back of the line to front) and keep the poll open long enough for them to vote
- No other electors are permitted to vote
- When all electors have voted, close and lock the door (if possible)
- Declare poll closed



Who Can Remain in the Poll

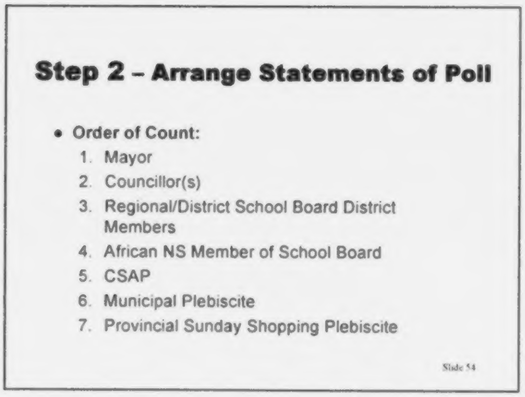
- Candidates
- Official Agents
- 1 agent for each candidate
- Must be present at 7:00 p.m.
- Candidates and agents must remain at one poll only - cannot move from poll to poll



Steps for Counting Ballots

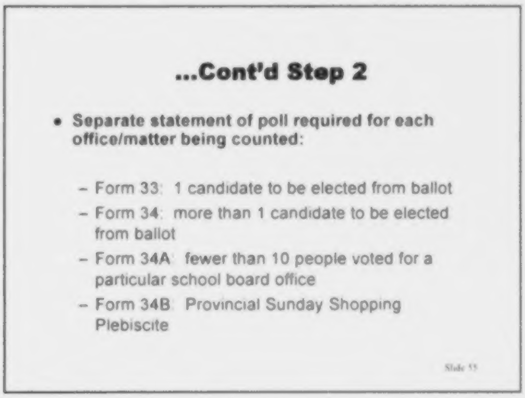
Step 1 – Complete Record of Poll

- Draw line under last name in record of poll
- Write under the line:
  - "The number of electors who voted at this polling station is (#)"
- DRO signs notation



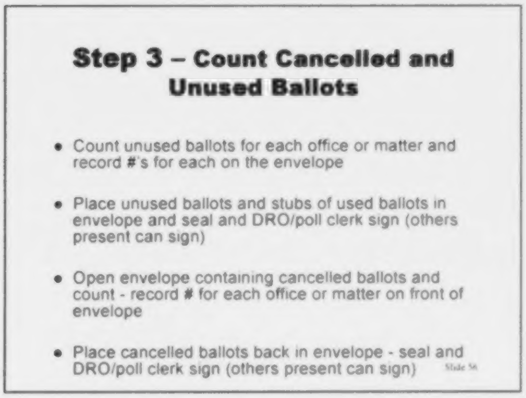
Step 2 – Arrange Statements of Poll

- **Order of Count:**
  1. Mayor
  2. Councillor(s)
  3. Regional/District School Board District Members
  4. African NS Member of School Board
  5. CSAP
  6. Municipal Plebiscite
  7. Provincial Sunday Shopping Plebiscite



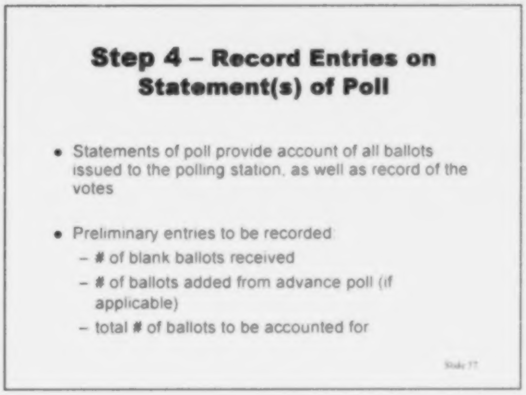
...Cont'd Step 2

- **Separate statement of poll required for each office/matter being counted:**
  - Form 33: 1 candidate to be elected from ballot
  - Form 34: more than 1 candidate to be elected from ballot
  - Form 34A: fewer than 10 people voted for a particular school board office
  - Form 34B: Provincial Sunday Shopping Plebiscite



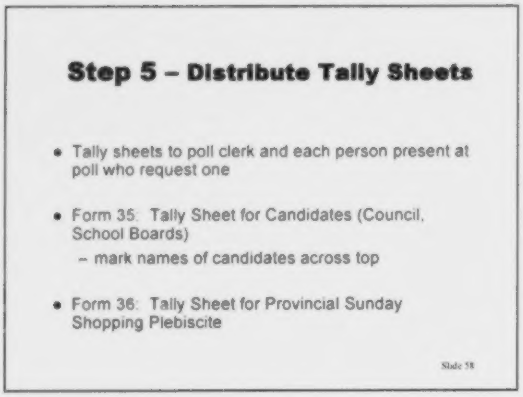
Step 3 – Count Cancelled and Unused Ballots

- Count unused ballots for each office or matter and record #'s for each on the envelope
- Place unused ballots and stubs of used ballots in envelope and seal and DRO/poll clerk sign (others present can sign)
- Open envelope containing cancelled ballots and count - record # for each office or matter on front of envelope
- Place cancelled ballots back in envelope - seal and DRO/poll clerk sign (others present can sign)



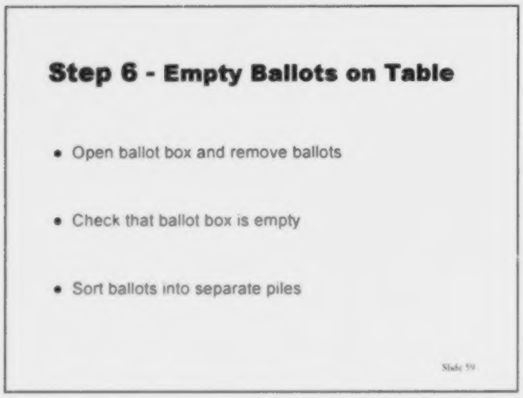
Step 4 – Record Entries on Statement(s) of Poll

- Statements of poll provide account of all ballots issued to the polling station, as well as record of the votes
- Preliminary entries to be recorded:
  - # of blank ballots received
  - # of ballots added from advance poll (if applicable)
  - total # of ballots to be accounted for



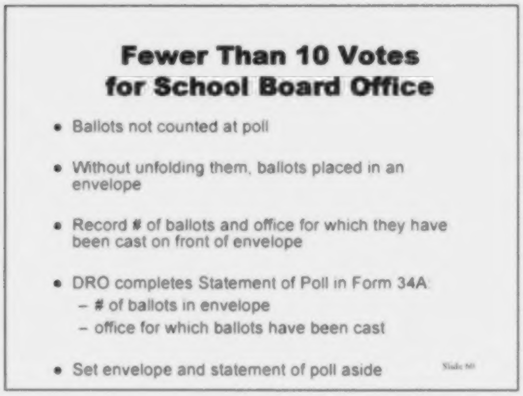
Step 5 – Distribute Tally Sheets

- Tally sheets to poll clerk and each person present at poll who request one
- Form 35: Tally Sheet for Candidates (Council, School Boards)
  - mark names of candidates across top
- Form 36: Tally Sheet for Provincial Sunday Shopping Plebiscite



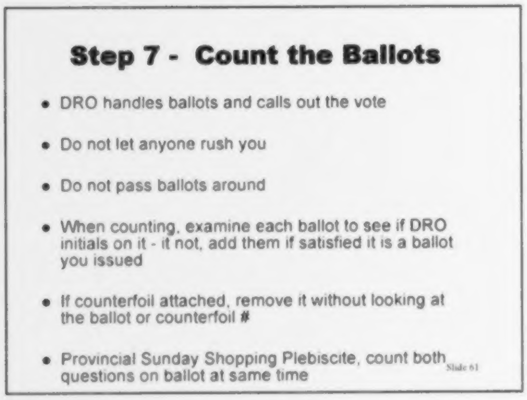
Step 6 - Empty Ballots on Table

- Open ballot box and remove ballots
- Check that ballot box is empty
- Sort ballots into separate piles



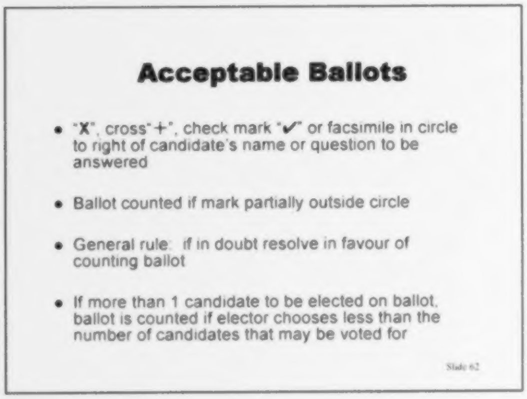
Fewer Than 10 Votes for School Board Office

- Ballots not counted at poll
- Without unfolding them, ballots placed in an envelope
- Record # of ballots and office for which they have been cast on front of envelope
- DRO completes Statement of Poll in Form 34A:
  - # of ballots in envelope
  - office for which ballots have been cast
- Set envelope and statement of poll aside



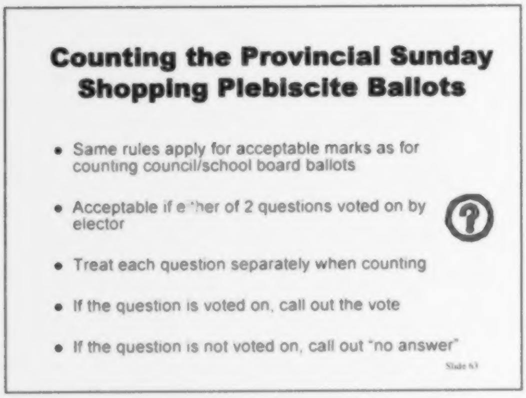
Step 7 - Count the Ballots

- DRO handles ballots and calls out the vote
- Do not let anyone rush you
- Do not pass ballots around
- When counting, examine each ballot to see if DRO initials on it - it not, add them if satisfied it is a ballot you issued
- If counterfoil attached, remove it without looking at the ballot or counterfoil #
- Provincial Sunday Shopping Plebiscite, count both questions on ballot at same time



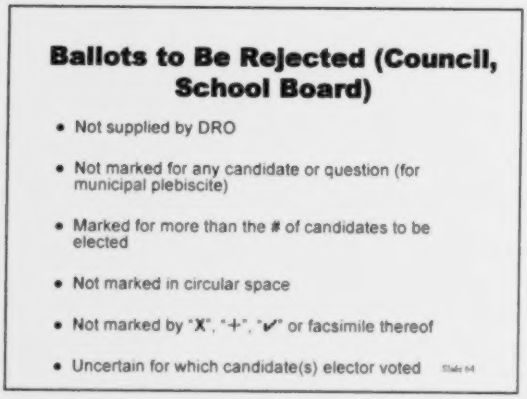
Acceptable Ballots

- "X", cross"+", check mark "✔" or facsimile in circle to right of candidate's name or question to be answered
- Ballot counted if mark partially outside circle
- General rule: if in doubt resolve in favour of counting ballot
- If more than 1 candidate to be elected on ballot, ballot is counted if elector chooses less than the number of candidates that may be voted for



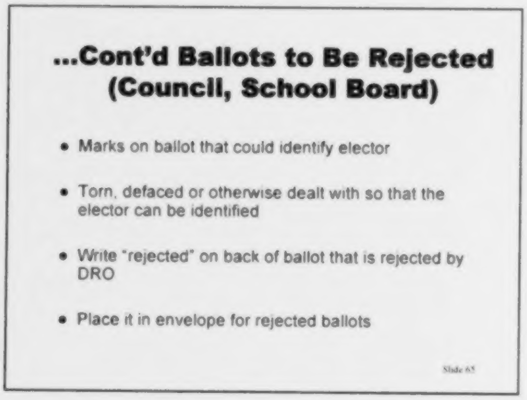
Counting the Provincial Sunday Shopping Plebiscite Ballots

- Same rules apply for acceptable marks as for counting council/school board ballots
- Acceptable if either of 2 questions voted on by elector
- Treat each question separately when counting
- If the question is voted on, call out the vote
- If the question is not voted on, call out "no answer"



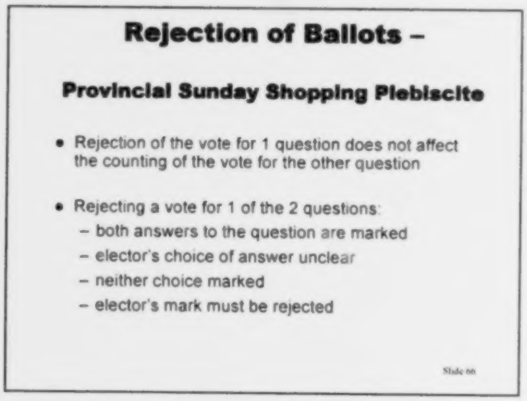
Ballots to Be Rejected (Council, School Board)

- Not supplied by DRO
- Not marked for any candidate or question (for municipal plebiscite)
- Marked for more than the # of candidates to be elected
- Not marked in circular space
- Not marked by "X", "+", "✓" or facsimile thereof
- Uncertain for which candidate(s) elector voted



...Cont'd Ballots to Be Rejected (Council, School Board)

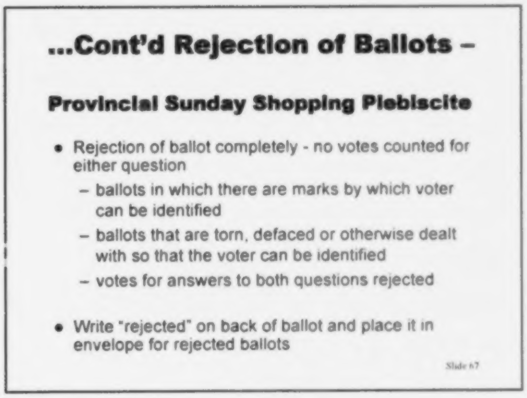
- Marks on ballot that could identify elector
- Torn, defaced or otherwise dealt with so that the elector can be identified
- Write "rejected" on back of ballot that is rejected by DRO
- Place it in envelope for rejected ballots



Rejection of Ballots –

Provincial Sunday Shopping Plebiscite

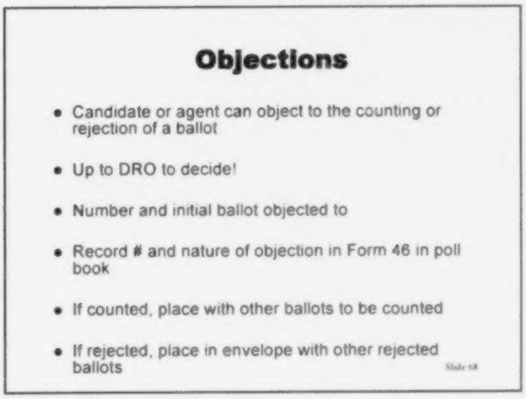
- Rejection of the vote for 1 question does not affect the counting of the vote for the other question
- Rejecting a vote for 1 of the 2 questions:
  - both answers to the question are marked
  - elector's choice of answer unclear
  - neither choice marked
  - elector's mark must be rejected



...Cont'd Rejection of Ballots –

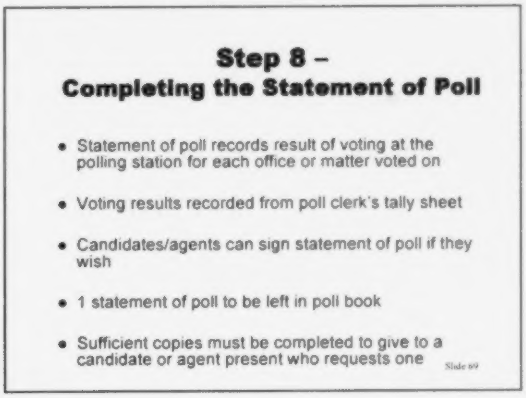
Provincial Sunday Shopping Plebiscite

- Rejection of ballot completely - no votes counted for either question
  - ballots in which there are marks by which voter can be identified
  - ballots that are torn, defaced or otherwise dealt with so that the voter can be identified
  - votes for answers to both questions rejected
- Write "rejected" on back of ballot and place it in envelope for rejected ballots



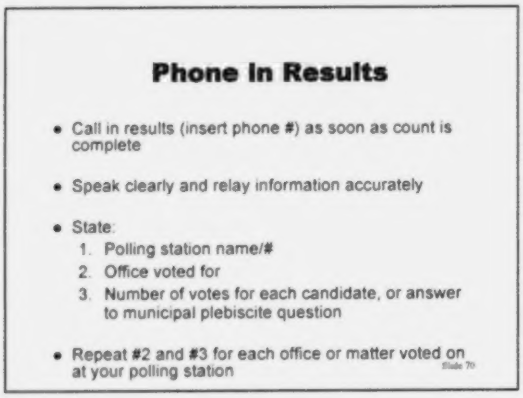
Objections

- Candidate or agent can object to the counting or rejection of a ballot
- Up to DRO to decide!
- Number and initial ballot objected to
- Record # and nature of objection in Form 46 in poll book
- If counted, place with other ballots to be counted
- If rejected, place in envelope with other rejected ballots



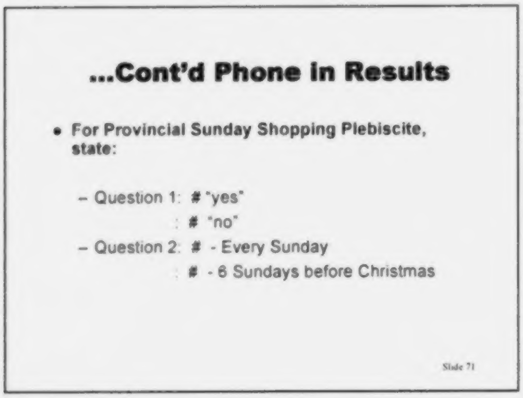
Step 8 –
Completing the Statement of Poll

- Statement of poll records result of voting at the polling station for each office or matter voted on
- Voting results recorded from poll clerk's tally sheet
- Candidates/agents can sign statement of poll if they wish
- 1 statement of poll to be left in poll book
- Sufficient copies must be completed to give to a candidate or agent present who requests one



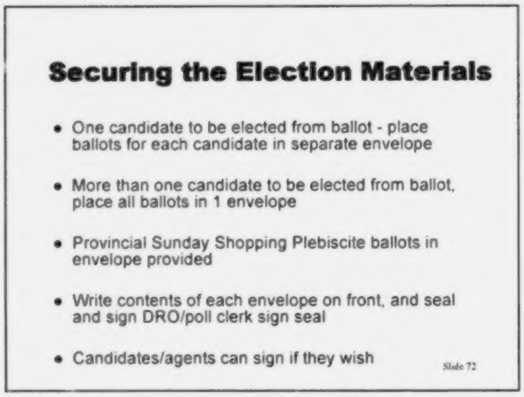
Phone In Results

- Call in results (insert phone #) as soon as count is complete
- Speak clearly and relay information accurately
- State:
  1. Polling station name/#
  2. Office voted for
  3. Number of votes for each candidate, or answer to municipal plebiscite question
- Repeat #2 and #3 for each office or matter voted on at your polling station



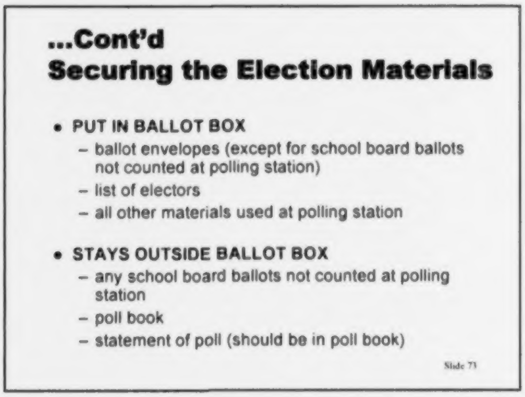
...Cont'd Phone in Results

- **For Provincial Sunday Shopping Plebiscite, state:**
  - Question 1: # "yes"
    : # "no"
  - Question 2: # - Every Sunday
    : # - 6 Sundays before Christmas



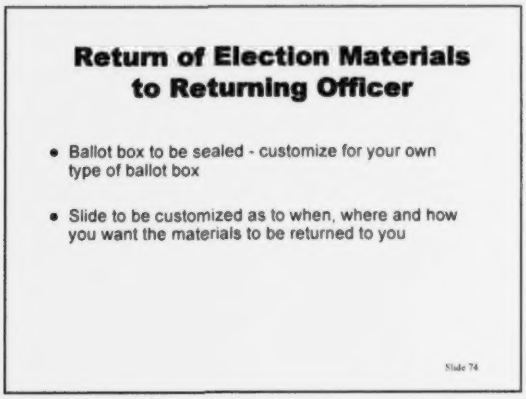
Securing the Election Materials

- One candidate to be elected from ballot - place ballots for each candidate in separate envelope
- More than one candidate to be elected from ballot, place all ballots in 1 envelope
- Provincial Sunday Shopping Plebiscite ballots in envelope provided
- Write contents of each envelope on front, and seal and sign DRO/poll clerk sign seal
- Candidates/agents can sign if they wish



...Cont'd
Securing the Election Materials

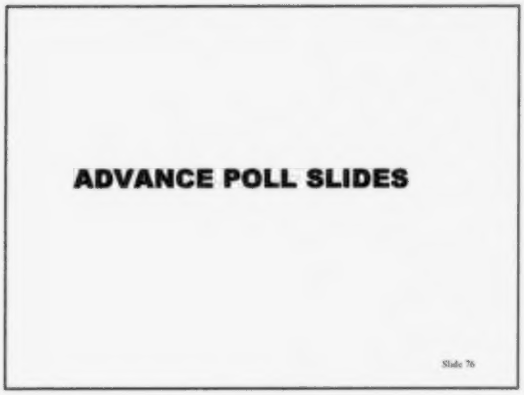
- PUT IN BALLOT BOX
  - ballot envelopes (except for school board ballots not counted at polling station)
  - list of electors
  - all other materials used at polling station
- STAYS OUTSIDE BALLOT BOX
  - any school board ballots not counted at polling station
  - poll book
  - statement of poll (should be in poll book)



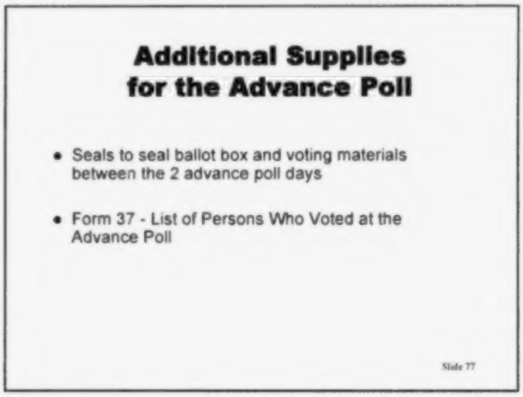
Return of Election Materials to Returning Officer

- Ballot box to be sealed - customize for your own type of ballot box
- Slide to be customized as to when, where and how you want the materials to be returned to you

Questions????

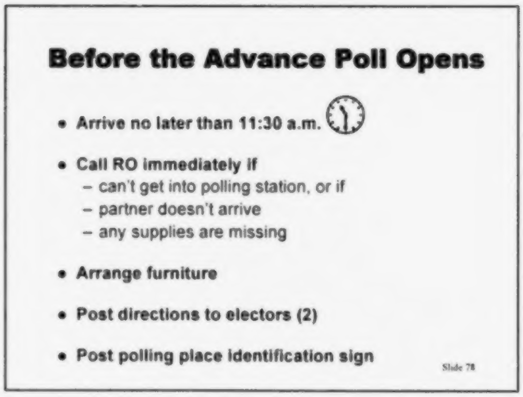


ADVANCE POLL SLIDES



Additional Supplies for the Advance Poll

- Seals to seal ballot box and voting materials between the 2 advance poll days
- Form 37 - List of Persons Who Voted at the Advance Poll



Before the Advance Poll Opens

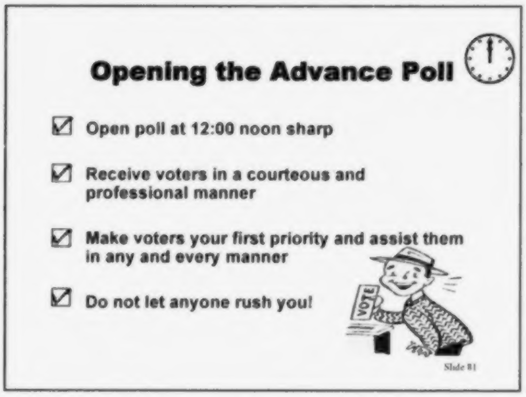
- **Arrive no later than 11:30 a.m.**
- **Call RO immediately if**
  - can't get into polling station, or if
  - partner doesn't arrive
  - any supplies are missing
- **Arrange furniture**
- **Post directions to electors (2)**
- **Post polling place identification sign**

...Cont'd
Before the Advance Poll Opens

- Post School Board Qualifications Identification Posters (African Nova Scotian member and CSAP), if applicable
- Remove partisan material in or around the polling station

Get Voting Materials Ready

- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books



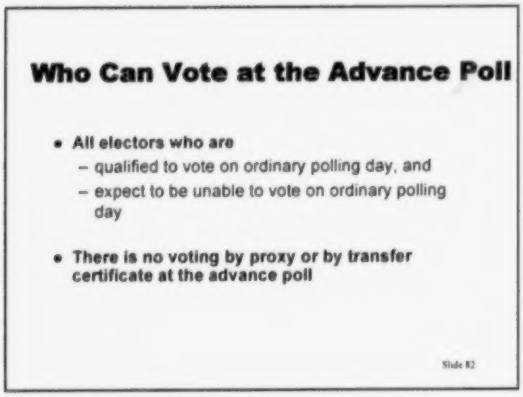
Opening the Advance Poll

☑ Open poll at 12:00 noon sharp

☑ Receive voters in a courteous and professional manner

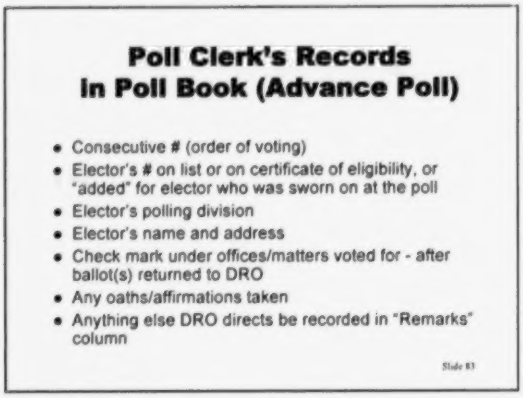
☑ Make voters your first priority and assist them in any and every manner

☑ Do not let anyone rush you!



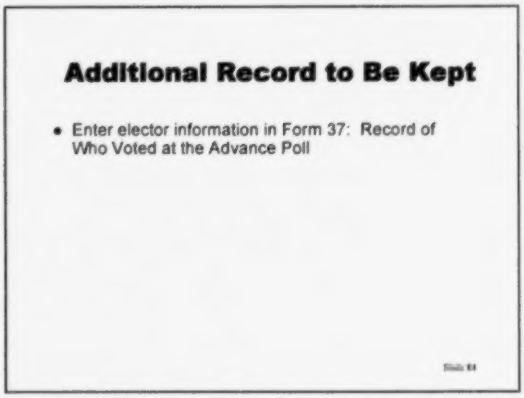
Who Can Vote at the Advance Poll

- **All electors who are**
  - qualified to vote on ordinary polling day, and
  - expect to be unable to vote on ordinary polling day
- **There is no voting by proxy or by transfer certificate at the advance poll**



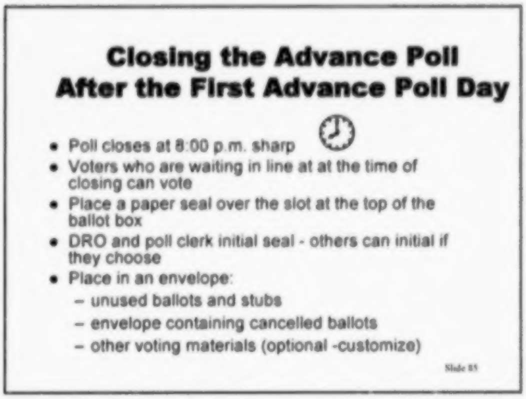
Poll Clerk's Records in Poll Book (Advance Poll)

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's polling division
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column



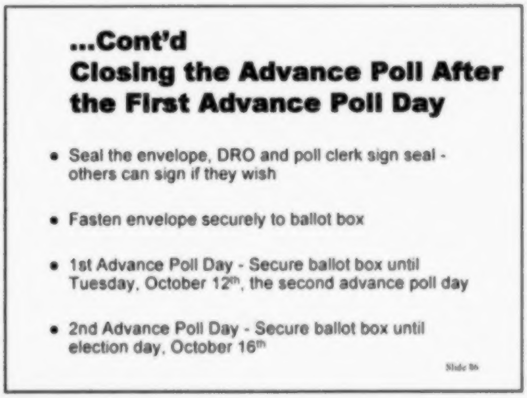
Additional Record to Be Kept

- Enter elector information in Form 37: Record of Who Voted at the Advance Poll



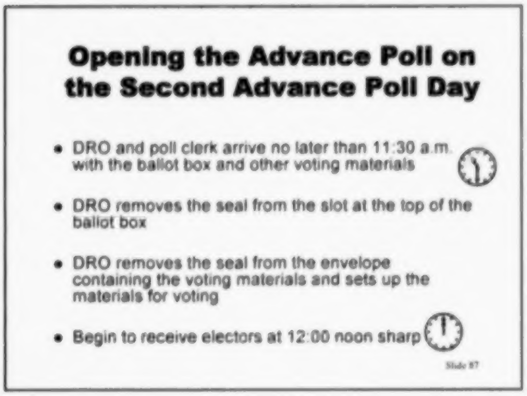
Closing the Advance Poll After the First Advance Poll Day

- Poll closes at 8:00 p.m. sharp
- Voters who are waiting in line at at the time of closing can vote
- Place a paper seal over the slot at the top of the ballot box
- DRO and poll clerk initial seal - others can initial if they choose
- Place in an envelope:
  - unused ballots and stubs
  - envelope containing cancelled ballots
  - other voting materials (optional -customize)



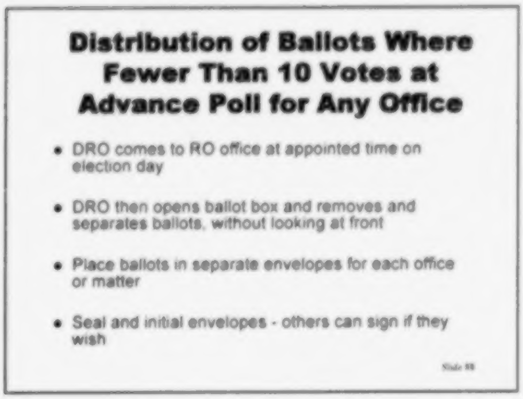
...Cont'd
Closing the Advance Poll After the First Advance Poll Day

- Seal the envelope, DRO and poll clerk sign seal - others can sign if they wish
- Fasten envelope securely to ballot box
- 1st Advance Poll Day - Secure ballot box until Tuesday, October 12th, the second advance poll day
- 2nd Advance Poll Day - Secure ballot box until election day, October 16th



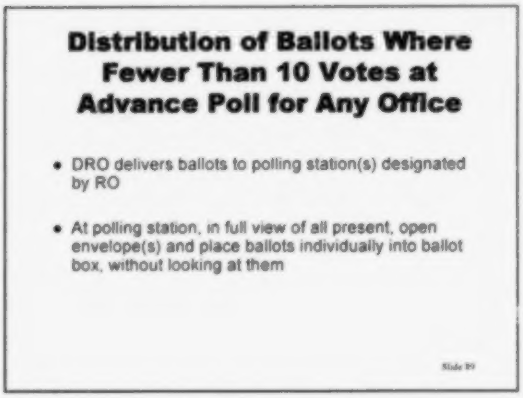
Opening the Advance Poll on the Second Advance Poll Day

- DRO and poll clerk arrive no later than 11:30 a.m. with the ballot box and other voting materials
- DRO removes the seal from the slot at the top of the ballot box
- DRO removes the seal from the envelope containing the voting materials and sets up the materials for voting
- Begin to receive electors at 12:00 noon sharp



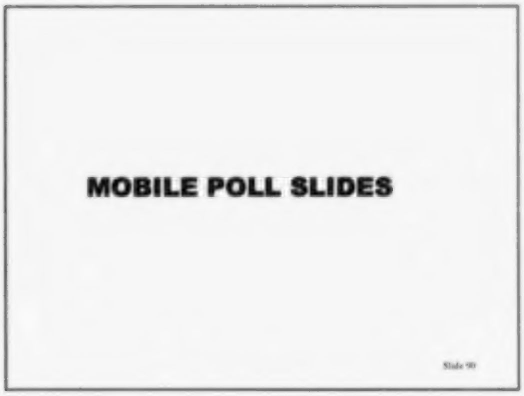
Distribution of Ballots Where Fewer Than 10 Votes at Advance Poll for Any Office

- DRO comes to RO office at appointed time on election day
- DRO then opens ballot box and removes and separates ballots, without looking at front
- Place ballots in separate envelopes for each office or matter
- Seal and initial envelopes - others can sign if they wish

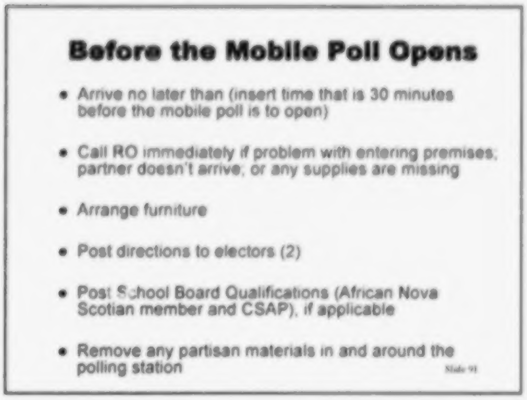


Distribution of Ballots Where Fewer Than 10 Votes at Advance Poll for Any Office

- DRO delivers ballots to polling station(s) designated by RO
- At polling station, in full view of all present, open envelope(s) and place ballots individually into ballot box, without looking at them



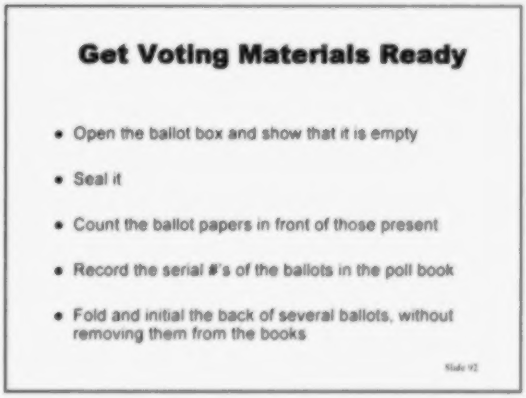
MOBILE POLL SLIDES



Before the Mobile Poll Opens

- Arrive no later than (insert time that is 30 minutes before the mobile poll is to open)
- Call RO immediately if problem with entering premises; partner doesn't arrive; or any supplies are missing
- Arrange furniture
- Post directions to electors (2)
- Post School Board Qualifications (African Nova Scotian member and CSAP), if applicable
- Remove any partisan materials in and around the polling station

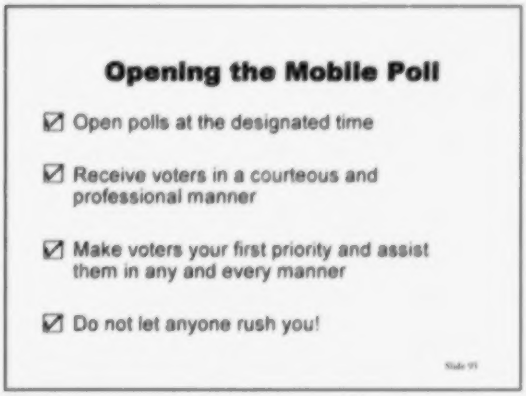
Slide 91



Get Voting Materials Ready

- Open the ballot box and show that it is empty
- Seal it
- Count the ballot papers in front of those present
- Record the serial #'s of the ballots in the poll book
- Fold and initial the back of several ballots, without removing them from the books

Slide 92



Opening the Mobile Poll

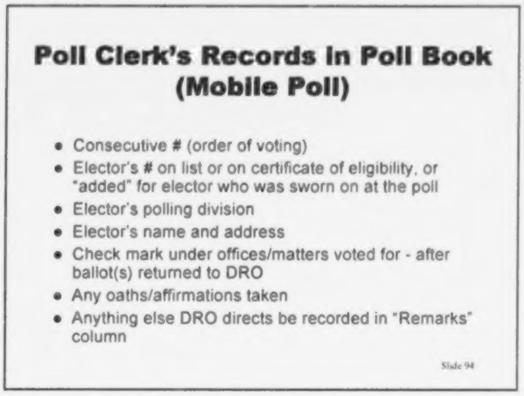
☑ Open polls at the designated time

☑ Receive voters in a courteous and professional manner

☑ Make voters your first priority and assist them in any and every manner

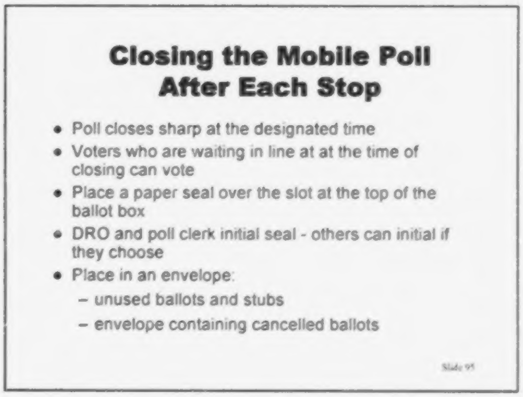
☑ Do not let anyone rush you!

Slide 93



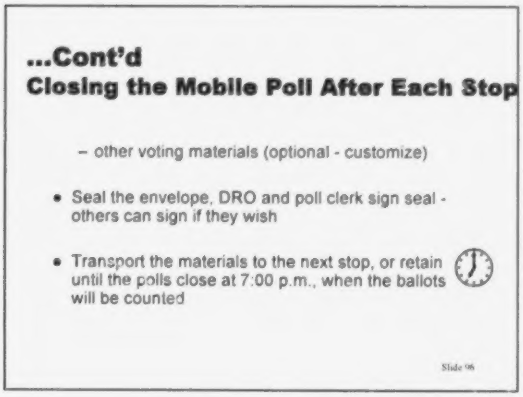
Poll Clerk's Records in Poll Book (Mobile Poll)

- Consecutive # (order of voting)
- Elector's # on list or on certificate of eligibility, or "added" for elector who was sworn on at the poll
- Elector's polling division
- Elector's name and address
- Check mark under offices/matters voted for - after ballot(s) returned to DRO
- Any oaths/affirmations taken
- Anything else DRO directs be recorded in "Remarks" column



Closing the Mobile Poll After Each Stop

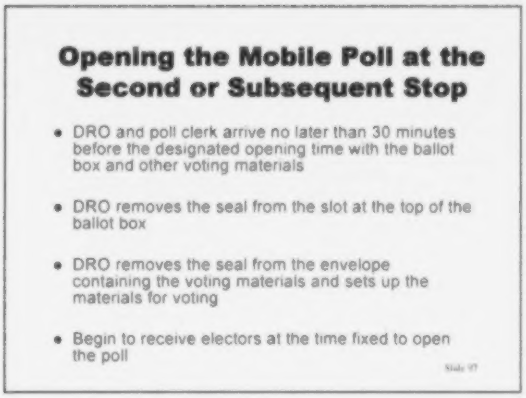
- Poll closes sharp at the designated time
- Voters who are waiting in line at at the time of closing can vote
- Place a paper seal over the slot at the top of the ballot box
- DRO and poll clerk initial seal - others can initial if they choose
- Place in an envelope:
  - unused ballots and stubs
  - envelope containing cancelled ballots



...Cont'd
Closing the Mobile Poll After Each Stop

- other voting materials (optional - customize)

- Seal the envelope, DRO and poll clerk sign seal - others can sign if they wish
- Transport the materials to the next stop, or retain until the polls close at 7:00 p.m., when the ballots will be counted



Opening the Mobile Poll at the Second or Subsequent Stop

- DRO and poll clerk arrive no later than 30 minutes before the designated opening time with the ballot box and other voting materials
- DRO removes the seal from the slot at the top of the ballot box
- DRO removes the seal from the envelope containing the voting materials and sets up the materials for voting
- Begin to receive electors at the time fixed to open the poll

APPENDICES

APPENDIX "A"

CONTACT INFORMATION

1. Returning officers looking for special advice or users of the Handbook with comments and suggestions for changes may contact the **Municipal Elections Officer** as follows:

   Ms. Janet Willwerth, Municipal Elections Officer
   Service Nova Scotia and Municipal Relations
   14th Floor, Maritime Centre
   1505 Barrington Street
   PO Box 216
   Halifax, NS B3J 2M4

   Telephone: (902) 424-3654
   Fax: (902) 424-5872
   E-mail: willwejd@gov.ns.ca

2. Information from **Elections Nova Scotia** can be obtained as follows:

   Elections Nova Scotia
   3667 Strawberry Hill
   PO Box 2246
   Halifax, NS B3J 3C8
   Telephone: toll-free: 1-800-565-1504
   metro area: (902) 424-8584
   Fax: (902) 424-6622
   E-mail: elections@gov.ns.ca

3. You may download or order the following from the government website:

   - this Handbook (including the Calendar Guide)
   - a Candidate's Guide to Municipal Elections
   - the *Municipal Elections Act*

   The government website address and link to the manuals is:
   http://www.gov.ns.ca/snsmr/muns/manuals/

APPENDIX "B"

DEFINITIONS, LEGISLATION, AND REGULATIONS

Definitions:

1. **"Ordinarily Resident"**- The *Municipal Elections Act* defines "ordinarily resident" as follows:

16 (1) Subject to this Section, the place where a person is ordinarily resident is

(a) if the person is a married person,

(i) at the place where his family lives and sleeps and to which, when away, he intends to return, or

(ii) if he is living apart from his family with the intent to remain so apart from it, then at the place where he usually lives and sleeps and to which, when away, he intends to return, without regard to where he takes his meals or is employed; and

(b) if the person is not married, at the place where he usually lives and sleeps, and to which, when away, he intends to return, without regard to where he takes his meals or is employed or where his family lives and sleeps.

Unmarried student

16 (2) Where a person is an unmarried student having a family home in the Province, he is ordinarily resident where that home is. R.S., c. 300, s. 16.

Seasonal dwelling

16 (3) Where a person is ordinarily resident in a dwelling that is generally occupied only during some or all of the months of May to October, inclusive, and the person has no other dwelling to which, at will, the person could move, the person is ordinarily resident at the place where the dwelling is located.

2. **"Polling District", "Polling Division", and "Electoral District"**

These three terms are defined in the *Municipal Elections Act* [s. 2(1)] as follows:

(n) **"electoral district"** means the area from which a school board member is to be elected, where the area contains the whole or part of more than one municipality;

(x) **"polling district"** includes a ward or a town which is not divided into wards;

(y) **"polling division"** means one of the parts into which a polling district is divided for the purpose of better taking the vote;

Note: The term "electoral district" is also defined in the *Education Act* [s. 3(1)] as "a district for the election of a member of a school board", and that the term "school board" includes both the regional or district school board and CSAP.

3. "Area annexed to the municipality"

The expression "area annexed to the municipality" refers to an area which has been added to a municipality by reason of an annexation or amalgamation and does not simply mean an area "adjacent" to a municipality.

When the term is used in the context of qualification of candidates, it means that the candidate must have been living in the area which now constitutes the municipality for a period of 6 months, whether or not that area was within the boundaries of the municipality for the whole 6 months.

4. "Level access" [s. 2(1)(q)]

When used in reference to a polling station, premises with "level access" means premises that are so located that a person may reach the premises from the street or roadway and enter the premises without going up or down any step, stairs or escalator.

Legislative Provisions:

1. Persons barred from being candidates for council

The legislation [s. 18] bars the following persons from running for council:

- member of the House of Commons or Senate of Canada;
- member of the Legislative Assembly;
- member of the council of another municipality;
- a judge of the Nova Scotia Court of Appeal, the Supreme Court of Nova Scotia or the Provincial Court;
- a person who holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long as he holds or is engaged in the office or employment unless the person is on a leave of absence granted pursuant to subsection 17 C(2), but this disqualification does not apply in respect of an office or employment
    - as a volunteer fireman with a municipal firefighting organization,
    - with a school board, or
    - with a joint body of two or more municipalities to which the municipality

appoints at least one representative and to which the municipality provides funding; or

- has been convicted of any corrupt practice or bribery contrary to this Act within 5 years preceding nomination day.

- Note that under s. 10 of the *Municipal Conflict of Interest Act,* a sitting member who has been found to have contravened the Act could be prohibited by the court from running to fill a vacancy created by the forfeiture of his/her seat, and the person could be banned from holding office for up to 10 years.

2. **Requirements for the design of ballots**

The legislation [ss. 65-67] is as follows:

Printing of ballot papers

65 If a poll is required, the returning officer shall cause to be printed ballot papers in sufficient quantity to supply all polling stations.

Form of ballot paper

66(1) A ballot paper shall be in prescribed form and have on the front thereof

(a) at the top of the ballot the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member", as the case may be;

(b) immediately below the title the warning "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates, as the case may be; and

(c) following a substantial space, the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names.

No description of candidate

66(2) No title, honour, decoration or degree shall be included with a candidate's name on the ballot.

Serial number

66(3) On the back of each of the stub and the counterfoil shall be printed a serial number, which shall be the same on both.

Requirements of ballot paper

66(4) The ballot paper shall be printed with the face of the ballot paper printed in black ink and with the title, warning and names of candidates and a small circular space immediately to the right of the name of each candidate, appearing in the colour of the paper.

Other requirements of ballot paper

67(1) All ballot papers shall, subject to subsection (2),

(a) be of the same description and as nearly alike as possible;

(b) have a counterfoil and a stub with lines of perforations between the ballot form and the counterfoil and between the counterfoil and the stub; and

(c) be bound or stitched in books containing twenty-five, fifty or one hundred ballot papers, according to the requirements of the polling stations.

Colour of ballot papers

67 (2) The returning officer shall ensure that the ballot for mayor, the ballot for councillor, the ballot for school board member and any other ballot required be of different colours of paper.

3. Education Act References

Conseil scolaire acadien provincial (CSAP)

11(1) The Governor in Council may establish a school board with jurisdiction throughout the Province, a body corporate to be known as the *Conseil scolaire acadien provincial,* for the purpose of providing a French-first-language program to the children of entitled parents.

(2) The Conseil acadien is responsible for the delivery and administration of all French-first-language programs.

13(1) The Conseil acadien shall be elected by entitled persons, at the same time as the regularly scheduled elections for school boards.

(2) An entitled person may vote in an election for the Conseil acadien or for another school board if that person is otherwise entitled to vote in an election for a school board but that person is not entitled to and shall not vote in the same election for both.

(2A) For greater certainty, an entitled person who votes in an election for either the Conseil acadien or for another school board may vote for either the Conseil acadien or for another school board in a special election.

(3) Notwithstanding the *Municipal Elections Act*,

(a) for greater certainty, only entitled persons may be member of the Conseil acadien;

(b) only an entitled person may nominate a candidate for election as a member of the Conseil acadien and a person nominating such a candidate shall be required to sign a statement stating that person's status as an entitled person, in a form prescribed pursuant to the *Municipal Elections Act;*

(c) a person applying to vote in an election for the Conseil acadien shall not be required to take an oath or make an affirmation attesting to that person's status as an entitled person but shall be required to confirm the person's status as an entitled person as defined in the *Education Act* and, where a person wishes to provide the confirmation, the person may provide the confirmation by requesting the ballot to vote for the Conseil acadien and that request constitutes the confirmation;

(d) where a person votes in an election for the Conseil acadien, that fact shall be entered in the poll book in the manner prescribed by or pursuant to the *Municipal Elections Act;*

(e) for greater certainty, the Minister of Service Nova Scotia and Municipal Relations may, pursuant to that Act, prescribe or alter any forms under that Act for the purposes of this Section; and

(f) the Municipal Elections Officer may give such directions as may be necessary for the purpose of this Section.

(3A) A returning officer shall accept

(a) subject to subsection 44(5) of the *Municipal Elections Act,* a signed statement, in a form prescribed pursuant to the *Municipal Elections Act,* of a candidate that the candidate is an entitled person; or

(b) a statement signed pursuant to clause 3(b), as sufficient evidence that the candidate or person is an entitled person.

African Nova Scotian Representative

42A(1) In this Section,

(a) "African Nova Scotian" means a person who is African Nova Scotian or a black person;

(b) "African Nova Scotian elector" means a person who is qualified to vote in an election of a school board member and who is also
  (i) an African Nova Scotian, or
  (ii) the parent of an African Nova Scotian.

(2) This Section does not apply with respect to the Conseil acadien.

(3) Notwithstanding any other provision of this Act, the membership of a school board includes, in addition to those members as determined by the Utility and Review Board, one African Nova Scotian representative, elected by African Nova Scotia electors throughout the school district or school region over which the school board has jurisdiction.

(4) The election of the African Nova Scotian member of a school board shall be held at the same time as the regularly scheduled elections to the school board.

(5) Notwithstanding the *Municipal Elections Act,*

(a) only a person who is

(i) an African Nova Scotian, and
(ii) qualified to be a candidate for election to a school board, is qualified to be a candidate for election as the African Nova Scotian member of a school board;

(b) only an African Nova Scotian elector may nominate a candidate for election as the African Nova Scotian member of a school board and a person nominating such a candidate shall be required to sign a statement stating that person's status as an African Nova Scotian elector, in a form prescribed pursuant to the *Municipal Elections Act;*

(c) where a person intends to vote in an election of an African Nova Scotian to a school board, that person shall not be required to take an oath or make an affirmation in a form attesting to that person's status as an African Nova Scotian, but shall be required to confirm the person's status as an African Nova Scotian elector as defined in the *Education Act*, and where a person wishes to provide the confirmation, the person may provide the confirmation by requesting the ballot to vote for the African Nova Scotian elector and that request constitutes the confirmation;

(d) where a person votes in an election of an African Nova Scotian member of a school board, that fact shall be entered in the poll book in the manner prescribed pursuant to the *Municipal Elections Act;*

(e) for greater certainty, the Minister of Service Nova Scotia and Municipal Relations may, pursuant to the *Municipal Elections Act,* prescribe or alter any forms under that Act for the purpose of this Section, and

(f) the Municipal Elections Officer may give such directions as may be necessary for the purpose of this Section.

42A(6) A returning officer shall accept

(a) subject to subsection 44(5) of the *Municipal Elections Act,* a signed statement, in a form prescribed pursuant to the *Municipal Elections Act*, of a candidate that the candidate is an African Nova Scotian as sufficient evidence that the candidate is an African Nova Scotian; or

(b) a statement signed pursuant to clause (5)(b) as sufficient evidence that the person is an African Nova Scotian elector if that person is qualified to vote in an election of a school board.

(7) A signed statement in good faith of a candidate that the candidate is an African Nova Scotian is conclusive evidence that the candidate is an African Nova

Scotian.

(8) A statement signed pursuant to clause (5)(b) in good faith and stating that the person is an African Nova Scotian elector or a confirmation provided pursuant to clause (5)(c) in good faith confirming that the person is an African Nova Scotian elector is conclusive evidence that that person is an African Nova Scotian elector, if that person is qualified to vote in an election of a school board.

(9) Except as provided by this Section, the *Municipal Elections Act* applies *mutatis mutandis* to the election of the African Nova Scotian member to a school board as if the district or region over which the school board has jurisdiction were an electoral district.

(10) A qualified African Nova Scotian elector may vote in a school board election for either

(a) a candidate for election as the African Nova Scotian member of the school board; or

(b) a candidate for election to the school board other than as the African Nova Scotian member of the school board, but not both.

(11) For greater certainty, a qualified African Nova Scotian elector, who votes in an election for either a candidate for election as the African Nova Scotian member of the school board or a candidate for election to the school board other than as the African Nova Scotian member of the school board, may vote for either candidate in a special election that follows the election.

School Board Elections

48(1) The election of members of a school board shall take place concurrently with and as part of the regular municipal elections for members of the councils of the municipalities.

(2) The election of members of a school board shall be conducted by the returning officers responsible for the conduct of municipal elections.

(3) Notwithstanding subsection (2), a special election may be conducted by the school board if the Minister consents.

49(1) In this Section, "election" includes a special election.

(2) A voter shall cast only one vote for the election of a member of a school board at an election.

Cost-Sharing With School Boards

48(4) Any additional cost incurred by a municipality from

(a) the inclusion of the election of members of a school board with the regular municipal elections; or

(b) a special election for a member of a school board, may be recovered by that municipality from the school board for which the cost was incurred.

(5) In the event that there is a dispute between a municipality and a school board over the amount to be recovered, the dispute shall be submitted to the Minister [of Education], who shall consult with the Minister of Service Nova Scotia and Municipal Relations, or an official designated by the Minister of Service Nova Scotia and Municipal Relations, and shall render a decision thereon, which decision is final and binding.

4. Provincial Sunday Shopping Plebiscite Question

(Retail Business Uniform Closing Day Act, s. 10)

10(1) The words and expressions used in this Section have the same meaning as in the *Municipal Elections Act.*

(2) At the next regular election to be held under the *Municipal Elections Act* after the coming into force of this Section, the returning officer shall take a vote of the electors in the manner prescribed in the *Municipal Elections Act* at which the ballot reads as follows:

Please note that if there is to be Sunday shopping

(a) it would only be from 1:00 p.m. to 6:00 p.m.; and

(b) it would not be on New Year's Day, Easter Sunday, July 1st, Remembrance Day, Christmas Day or Boxing Day.

Please answer both questions.

1. Should there be Sunday shopping (in retail businesses not now permitted to be open on Sunday)?

___ yes

___ no

2. If there is to be Sunday shopping (in retail businesses not now permitted to be open on Sunday) should it be

___ on every Sunday (except as noted above)?

___ on only the six Sundays immediately before Christmas?

(3) The answer given to either of the questions set out in subsection (2) is not invalid by reason only of the failure to answer both questions or of the spoiling of the ballot with respect to the other question.

(4) The Minister of Justice shall give such directions and make such regulations and prepare such forms as may appear necessary for the purpose of this Section and for the guidance of returning officers and other persons employed in the taking of the vote and may apply, modify or alter any of the provisions of the *Municipal Elections Act* and make due provision for circumstances that may arise and that are not otherwise provided for.

APPENDIX "C"

SAMPLE ADVERTISEMENTS

Sample Revision Advertisement - s. 34

MUNICIPALITY/TOWN/REGIONAL MUNICIPALITYOF____________
REVISIONS TO THE PRELIMINARY LIST OF ELECTORS

Municipal and School Board Elections
Provincial Sunday Shopping Plebiscite
October 16, 2004

The preliminary lists of electors have been prepared for the upcoming elections. The revising officer(s) may make additions or corrections to the lists upon application by telephone, fax, e-mail, mail or in person. Electors may find out if they are on the list of electors by:

(1) Visiting the municipal office (or other location) between the hours of 9:00 a.m.-5:00 p.m. (or other hours) from August ____ to August _____, at

Municipal Building
221 Main Street
Anytown, NS

(2) Contacting the returning office between the hours of 9:00 a.m. - 5:00 p.m. (or other hours), from August ____ to August ____.

Telephone: 555-5555
Fax: 555-6666
E-mail: municipality@address.ca

You will be asked for your name, your address and your date of birth.

____
Returning Officer

***Ad must appear at least twice in a newspaper circulating in the municipality [s. 34]**

Sample Nomination Notice - s. 42

MUNICIPALITY/TOWN/REGIONAL MUNICIPALITY OF ________________

NOTICE
NOMINATIONS OPEN

Municipal and School Board Elections

TAKE NOTICE that the undersigned will accept nominations for the following offices in the Municipality of ________________ for which an election will be held on the ___ day of October, _____:

Mayor

Five Councillors elected at large
(or One Councillor for each of Polling Districts 1-20)

One Regional or District School Board District Member for the
electoral district comprising the Town of ________________
and Polling Districts _______ and _______ of the
Municipality of _______________

One African Nova Scotian Member of the Regional
or District School Board, for the entire school region

One Member of the *Conseil scolaire acadien provincial* for
the electoral district comprising the Town of ________________
and Polling Districts _______ and _______ of the
Municipality of _______________

AND TAKE NOTICE that a nomination shall be filed at the office of the Returning Officer, Room 222, Municipal Building, 1234 Main Street between 9:00 am and 4:00 pm on nomination day which is Tuesday, September ____, _____, or by appointment during office hours in the 5 business days preceding nomination day.

[**OR WHERE** another person is the Returning Officer for the election of the district member of the regional or district school board, the African Nova Scotian member of the regional or district school board, or CSAP the following:]

[**AND TAKE NOTICE** that electors in Polling Districts _____ and _____ of the Municipality of __________________ will elect one person to be a district member of the ______________ regional or district school board for the electoral district comprising the Town of _____________ and Polling Districts __________ and __________ of the Municipality of ________________ and a nomination for that office shall be filed at the office of the Returning Officer (address) between 9:00 am and 4:00 pm on nomination day which is Tuesday, September ____, _____, or by appointment during office hours in the 5 business days preceding nomination day.]

[**AND TAKE NOTICE** that the electors in the school region served by the __________________ regional or district school board will elect one person to be the African Nova Scotian member of the regional or district school board, and a nomination for that office shall be filed at the office of the Returning Officer, who is __(name)__, __(address)__ between 9:00 am and 4:00 pm on nomination day which is Tuesday, September ____, _____, or by appointment during office hours in the 5 business days preceding nomination day.]

[**AND FURTHER TAKE NOTICE** that electors in the Municipalities of __(insert names)__ will elect one person to be a Member of the *Conseil scolaire acadien provincial* and a nomination for that office shall be filed at the office of the Returning Officer (address) between 9:00 am and 4:00 pm on nomination day which is Tuesday, September ____, _____, or by appointment during office hours in the 5 business days preceding nomination day.]

DATED at ___________________, Nova Scotia, this _____ day of September, _______.

____(print name)____
Returning Officer

*** Ad must appear at least twice, not less than 7 nor more than 14 days apart, the second insertion to precede nomination day by at least 7 days, in a newspaper circulating in the municipality, and be posted in at least 2 public locations in each polling district [s. 42].**

Sample Notice of Poll - s. 50

MUNICIPALITY/TOWN/REGIONAL MUNICIPALITY OF ______________

Municipal and School Board Elections
Provincial Sunday Shopping Plebiscite

The Municipal and School Board elections will be held on Saturday, OCTOBER 16, 2004. In addition, in accordance with the direction of the Province, a vote will be held at each polling station on the following questions:

"Please note that if there is to be Sunday shopping

(a) it would only be from 1:00 p.m. to 6:00 p.m; and
(b) it would not be on New Year's Day, Easter Sunday, July 1st, Remembrance Day, Christmas Day or Boxing Day.

Please answer both questions.

1. Should there be Sunday shopping (in retail businesses not now permitted to be open on Sunday)?
   ___yes
   ___no

2. If there were to be Sunday shopping (in retail businesses not now permitted to be open on Sunday) should it be
   ___on every Sunday (except as noted above)?
   ___on only the six Sundays before Christmas?

Electors may vote between 8:00 a.m. and 7:00 p.m. at the locations listed below or at the advance poll. The advance polls will be held on (Thursday or Saturday), the ___ of October, 2004, and on Tuesday, October 12, 2004, between the hours of 12:00 noon and 8:00 p.m.

OFFICE	**CANDIDATES**	**ORDINARY POLLING DAY POLLING PLACES**
Mayor	John Doe Mary Roe	In Your Polling District
Councillor, District 1	Megan Doe Richard Roe	Little Red School (all polling divisions)

Councillor, District 2	Peter Platt - Acclaimed	Little Blue School (all polling divisions)
Councillor, District 3	No nominations. Special Election at a later date	Little Yellow School (all polling divisions)
Councillor, District 4	Ann Brown Charles White	Polls 1-20, Little Green School Polls 21-30, Fire Hall
Member, District 2, Atlantic Regional School Board	Carol Black David Smith	In Your Polling District (Polling Districts 1 & 2)
Member, District 3, Atlantic Regional School Board	Eric MacDonald - Acclaimed	
African Nova Scotian Member, Atlantic Regional School Board	Anthony Jones Jane Kendall	In Your Polling District
Member of *Conseil scolaire acadien provincial* (CSAP)	Alain LeBlanc Hélène Surette	In Your Polling District

ADVANCE POLL LOCATIONS: Districts 1 & 2: Little Red School
Districts 3 & 4: Fire Hall

Descriptions of the polling divisions are available at the returning officer's office. Information may be obtained by calling (xxx-xxxx), etc.

____
Returning Officer

*** Ad must appear in at least 2 issues of a newspaper circulating in the municipality, not less than 7 days apart, as soon as may be after nomination day.**

Sample Notice of Advance Poll - s. 114

MUNICIPALITY/TOWN/REGIONAL MUNICIPALITY OF____________

Municipal and School Board Elections
Provincial Sunday Shopping Plebiscite

ADVANCE POLL

_____ day, _____
12:00 noon - 8:00 pm
Tuesday, October ___, _____
12:00 noon - 8:00 pm

Polling Districts 1 & 2 vote at: Little Red School
Polling Districts 3 & 4 vote at: Fire Hall

Any elector who expects to be unable to vote on ordinary polling day may vote at the advance poll.

A description of the boundaries of each polling district and polling division within a polling district in the municipality may be inspected at the municipal office (address) during regular office hours.

Dated at _________________, Nova Scotia, this ______ day of September, ______.

____
(print name)
Returning Officer

*** Ad must be published in a newspaper circulating in the municipality at least twice before the first advance poll day, and appear not less than 1 week apart.**

APPENDIX “D”

NOVA SCOTIA

DIRECTORY

NURSING HOMES AND HOMES FOR THE AGED

Accurate Bed Count as of October 1, 2003

* * *

Continuing Care Branch
Long Term Care

Joseph Howe Building
1690 Hollis Street
PO Box 488
Halifax, NS B3J 2R8

P - (902) 424-4476
F - (902) 424-0058

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❦

South Shore District Health Authority (DHA 1)

Harbour View Haven No. of Beds - 129, Respite Beds - 1	Mr. C. Edmund Pomeroy, Administrator 25 Blockhouse Hill Road, PO Box 1480 Lunenbur, NS B0J 2C0 Telephone: (902) 634-8836, Fax: (902) 634-8792
Hillside Pines No. of Beds - 50, Respite Beds - 0	Ms. Sheila MacKinnon, Administrator 77 Exhibition Drive Bridgewater, NS B4V 3K6 Telephone: (902) 543-1525, Fax: (902) 543-8083
Mahone Nursing Home No. of Beds - 57, Respite Beds - 4	Ms. Anne T. Kennedy, Administrator 640 Main Street, PO Box 320 Mahone Bay, NS B0J 2E0 Telephone: (902) 624-8341, Fax: (902) 624-6338
North Queens Nursing Home No. of Beds - 42, Respite Beds - 2	Ms. Norma Lenco, Administrator 9565 Keji Drive, Caledonia Queens County, NS B0T 1B0 Telephone: (902) 682-2553, Fax: (902) 682-2602
Queens Manor No. of Beds - 60, Respite Beds - 1	Ms. Norma Lenco, Administrator 20 Hollands Drive, PO Box 1283 Liverpool, NS B0T 1K0 Telephone: (902) 354-3451, Fax: (902) 354-5383
Rosedale Home for Special Care No. of Beds - 29, Respite Beds - 0	Ms. Maureen Wade, Administrator Trunk 10, #4927 RR#2 New Germany, NS B0R 1E0 Telephone: (902) 644-2008, Fax: (902) 644-3260 e-mail: maureenwade@ns.sympatico.ca
Shoreham Village No. of Beds - 83, Respite Beds - 1	Mr. Brian M. Selig, Administrator 3777 North Street, PO Box 380 RR#1 (Highway # 3) Chester, NS B0J 1J0 Telephone: (902) 275-5631, Fax: (902) 275-2586 e-mail: b.selig@shorehamvillage.com

South West Nova District Health Authority (DHA 2)

Nakile Home for Special Care
No. of Beds - 35, Respite Beds - 1
Ms. Bertha Brannen, Administrator
35 Nakile Drive, RR#1 Glenwood
Yarmouth Co., NS B0W 1W0
Telephone: (902) 643-2707, Fax: (902) 643-2862

Roseway Manor Inc.
No. of Beds - 65, Respite Beds - 1
Mr. Jerry Fraser, Administrator
1604 Lake Road, Sandy Point, PO Box 518
Shelburne, NS B0T 1W0
Telephone: (902) 875-4707, Fax: (902) 875-4105

Surf Lodge Community Continuing Care Centre
No. of Beds - 34, Respite Beds - 2
Ms. Margaret (Maggie) Coates, Administrator
73 Howe Street, PO Box 160
Lockeport, NS B0T 1L0
Telephone: (902) 656-2014 (Admin), 2015 (Nursing Station), Fax: (902) 656-2026

Tidal View Manor
No. of Beds - 103, Respite Beds - 2
Ms. Sandra Boudreau, Administrator
64 Vancouver Street
Yarmouth, NS B5A 2P5
Telephone: (902) 742-3541 ext 259 or 602,
Fax: (902) 742-1427

Tideview Terrace
No. of Beds - 89, Respite Beds - 1
Ms. Lynda Casey, Acting Administrator
PO Box 1120
Digby, NS B0V 1A0
Telephone: (902) 245-4718, Fax: (902) 245-6674
e-mail: tideview@tartannet.ns.ca

Villa Acadienne
No. of Beds - 84, Respite Beds - 2
Ms. Lucille Maillet, Administrator
8403 Highway #1, PO Box 248
Meteghan, NS B0W 2J0
Telephone: (902) 645-2065, Fax: (902) 645-3899

Villa St. Joseph du Lac
No. of Beds - 79, Respite Beds - 0
Mr. Barry Granter, Administrator
RR#1, PO Box 810
Yarmouth County, NS B5A 4A5
Telephone: (902) 742-7128 or 742-7129,
Fax: (902) 742-4230
e-mail: bgranter@yar.eastlink.ca

Annapolis Valley District Health Authority (DHA 3)

Annapolis Royal Nursing Home Limited
No. of Beds - 51, Respite Beds - 2

Ms. Linda R. Bailey, Administrator
9745 St. George Street, RR# 2
Annapolis Royal, NS B0S 1A0
Telephone: (902) 532-2240 or 532-5460,
Fax: (902) 532-7151

Evergreen Home For Special Care
No. of Beds - 97, Respite Beds - 1
Children's Beds - 20 + 1 respite

Mr. Fred Houghton, Administrator
655 Park Street
Kentville, NS B4N 3V7
Telephone: (902) 678-7355, Fax: (902) 678-5292
e-mail: evergreen@evergreenhome.ns.ca

Grand View Manor
No. of Beds - 112, Respite Beds - 0

Mr. Graham Hardy, Administrator
110 Commercial Street
Berwick, NS B0P 1E0
Telephone: (902) 538-3118, Fax: (902) 538-3998
e-mail: graham.hardy@ns.sympatico.ca

Mountain Lea Lodge
No. of Beds - 109, Respite Beds - 1

Mr. Larry Marsters, Administrator
170 Church Street, RR# 1
Bridgetown, NS B0S 1C0
Telephone: (902) 665-4489, Fax: (902) 665-2900

Northhills Nursing Home Ltd.
No. of Beds - 50, Respite Beds - 0

Mr. Leonard Tedds, Administrator
5038 Granville Rd., Granville Ferry, PO Box 220
Annapolis Royal, NS B0S 1A0
Telephone: (902) 532-5555, Fax: (902) 532-7449
e-mail: nhnhltd@ns.sympatico.ca

Wolfville Nursing Home
No. of Beds - 66, Respite Beds - 1

Mr. Paul MacDonald, Administrator
601 Main Street, RR#2, Comp. C5, Site 11
Wolfville, NS BOP IXO
Telephone: (902) 542-2429, Fax: (902) 542-1048
e-mail: wnh.home@ns.sympatico.ca

Colchester East Hants Health Authority (DHA 4)

Cedarstone Enhanced Care
No. of Beds - 119, Respite Beds - 5

Ms. Kim Power, Administrator
378 Young Street
Truro, NS B2N 7H2
Telephone: (902) 895-2891, Fax: (902) 893-2361
e-mail: powerk@Shannex.acl.ca

The Mira
No. of Beds - 80, Respite Beds - 1

Ms. Lynn Smith, Administrator
426 Young Street
Truro, NS B2N 7B1
Telephone: (902) 895-8715, Fax: (902) 897-1903

Willow Lodge
No. of Beds - 51, Respite Beds - 0

Mr. Douglas Cunningham, Administrator
100 Blair Avenue, PO Box 249
Tatamagouche, NS B0K 1V0
Telephone: (902) 657-3101, Fax: (902) 657-3859
e-mail: willow.lodge@north.nsis.com

Cumberland Health Authority (DHA 5)

Bayview Memorial Health Centre
No. of Beds - 8, Respite Beds - 1
Ms. Connie Ellis, Site Manager
3375 Highway 209, PO Box 61 Advocate Harbour
Cumberland County, NS B0M 1A0
Telephone: (902) 392-2859, Fax: (902) 392-2625

East Cumberland Lodge
No. of Beds - 63, Respite Beds - 1
Ms. Rosemary Donkin, Administrator
262 Church Street, PO Box 250
Pugwash, NS B0K 1L0
Telephone: (902) 243-2504, Fax: (902) 243-3375

Gables Lodge Limited
No. of Beds - 95, Respite Beds 4
Ms. Kathleen (Kathy) Maltby, Administrator
260 Church Street
Amherst, NS B4H 3C9
Telephone: (902) 667-3501, Fax: (902) 667-3533

High-Crest Springhill Home For Special Care Ltd.
No. of Beds - 45, Respite Beds - 1 (10 DVA)
Mr. Conrad LeBlanc, Administrator
11 Sproul Street, PO Box 2170
Springhill, NS B0M 1X0
Telephone: (902) 597-2797, Fax: (902) 597-8339

South Cumberland Community Care Centre
No. of Beds - 14, Respite Beds - 2
Ms. Connie Ells, Site Manager
50 Jenks Ave., PO Box 489
Parrsboro, NS B0M 1S0
Telephone: (902) 254-2540, Fax: (902) 254-2504

Pictou County District Health Authority (DHA 6)

Glen Haven Manor
No. of Beds - 202, Respite Beds - 0

Mr. James W. Ferguson, Administrator
739 East River Road
New Glasgow, NS B2H 5E9
Telephone: (902) 752-2588, Fax: (902) 752-0053

Maritime Odd Fellows Home (IOOF)
No. of Beds - 46, Respite Beds - 1

Ms. Janet Johnston, Administrator
143 Haliburton Road, PO Box 850
Pictou, NS B0K 1H0
Telephone: (902) 485-5492 or 485-6868,
Fax: (902) 485-9233
e-mail: Janet@nsis.com

Shiretown Nursing Home
No. of Beds - 89 (72 Nursing Home Level of Care, 17 Light Care Beds)
Respite Beds - 0

Ms. Bonnie Linkletter, Administrator
270 Haliburton Road, PO Box 250
Pictou, NS B0K 1H0
Telephone: (902) 485-4341, Fax: (902) 485-9203

Valley View Villa
No. of Beds - 109, Respite Beds - 4

Mr. Norman Ferguson, Administrator
6125 Trafalgar Road, Riverton, RR # 1
Stellarton, NS B0K 1S0
Telephone: (902) 755-5780, Fax: (902) 755-3104

Guysborough Antigonish Strait Health Authority (DHA 7)

Canso Seaside Manor
No. of Beds - 15, Respite Beds - 0

Mr. Darren Bennett, Administrator
1748 Union Street, PO Box 70
Canso, NS B0H 1H0
Telephone: (902) 366-3030, Fax: (902) 366-2154
e-mail: csmanor@ns.sympatico.ca;

High-Crest Sherbrooke Home for Special Care (Formerly: L. R. MacKaracher Nursing Home)
No. of Beds - 39, Respite Beds - 0

Ms. Marion Carroll, Administrator
PO Box 284, 53 Court Street
Sherbrooke, NS B0J 3C0
Telephone: (902) 522-2147, Fax: (902) 522-2628

Milford Haven Corporation
(Home for Special Care)
No. of Beds - 50, Respite Beds - 1

Mr. Shirley L. Nixon, Administrator
10558 Route # 16, PO Box 300
Guysborough, NS B0H 1N0
Telephone: (902) 533-2828, Fax: (902) 533-4024

Port Hawkesbury Nursing Home
No. of Beds - 50, Respite Beds - 4

Ms. Peggy MacNeil, Administrator
2 MacQuarrie Drive Extension
Port Hawkesbury, NS B9A 3A2
Telephone: (902) 625-1460, Fax: (902) 625-3232
e-mail: peggymacneil@auracom.com

R. K. MacDonald Nursing Home
No. of Beds - 108, Respite Beds - 1

Ms. Lorna Crocker, Administrator
64 Pleasant Street
Antigonish, NS B2G 1W7
Telephone: (902) 863-2578, Fax: (902) 863-4437
e-mail: lcrocker@rkmacdonald.ca

Richmond Villa
No. of Beds - 75, Respite Beds - 0

Ms. Margaret Morrison, Administrator
10052 Grenville St., PO Box 250
St. Peter's, NS B0E 3B0
Telephone: (902) 535-3030, Fax: (902) 535-2256

St. Anne Community and Nursing Care Centre
No. of Beds - 24, Respite Beds - 0

Mr. Eric L. Burke, Administrator
2313 Main Street, PO Box Drawer 30
Arichat, NS B0E 1A0
Telephone: (902) 226-2826, Fax: (902) 226-1529
e-mail: eric.burke@sacentre.nshealth.ca

Cape Breton District Health Authority (DHA 8)

Aite Curam
(Inverness Memorial Nursing Care Unit)
No. of Beds - 11, Respite Beds - 0

Ms. Clare MacQuarrie, Facility Manager
39 James Street, PO Box 610
Inverness, NS B0E 1N0
Switchboard: (902) 258-2100),
Fax: (902) 258-3025

Alderwood Rest Home
No. of Beds - 70, Respite Beds - 0

Ms. Arlene Morrison, Administrator
42 Jones Street, PO Box 218
Baddeck, NS B0E 1B0
Telephone: (902) 295-2644, Fax: (902) 295-1698

Harbourstone Enhanced Care
No. of Beds - 264, Respite Beds - 0

Ms. Ellen Stoddard, Administrator
84 Kenwood Drive
Sydney, NS B1S 3V7
Telephone: (902) 539-4560, Fax: (902) 567-6234

Foyer Pére Fiset
No. of Beds - 60, Respite Beds - 1

Ms. Betty Ann Aucoin, Administrator
15092 Cabot Trail, PO Box 219
Cheticamp, NS B0E 1H0
Telephone: (902) 224-2087, Fax: (902) 224-1188

Highland Manor
No. of Beds - 19, Respite Beds - 1

Ms. Donna Rideout, Administrator
175 New Haven Road, Box 48
Neil Harbour, NS B0C 1N0
Telephone: (902) 336-2895, Fax: (902) 336-2895

Inverary Manor
No. of Beds - 60, Respite Beds - 0

Ms. Joan MacLellan, Administrator
72 Maple Street, PO Box 460
Inverness, NS B0E 1N0
Telephone: (902) 258-2842, Fax: (902) 258-3865

R. C. MacGillivray Guest Home Society
No. of Beds - 78, Respite Beds - 2
Adult Protection - 1

Mr. John Coffey, Administrator
25 Xavier Drive
Sydney, NS B1S 2R9
Telephone: (902) 539-6110, Fax: (902) 567-0437

Cape Breton District Health Authority (DHA 8) continued...

Maple Hill Manor
No. of Beds - 50, Respite Beds - 0

Ms. Catherine MacPhee, Administrator
700 King Street
New Waterford, NS B1H 3Z5
Telephone: (902) 862-6495, Fax: (902) 862-9294
e-mail: maplehill1@ns.sympatico.ca

Miner's Memorial Manor
No. of Beds - 35, Respite Beds - 2

Mr. Harry Blinkhorn, Administrator
15 Lorne Street
Sydney Mines, NS B1V 3B9
Telephone: (902) 736-1992, Fax: (902) 736-0667

New Waterford Level II
(New Waterford Consolidated Hospital - Transitional Unit)
No. of Beds - 24, Respite Beds - 0

Ms. Sharon Sheppard, Administrator
716 King Street
New Waterford, NS B1H 3Z5
Telephone: (902) 862-6411, Fax: (902) 862-8277

Glace Bay Level II
(Transitional Unit CBHC)
No. of Beds - 18, Respite Beds - 0

Mr. Danny Currie, Administrator
300 South Street
Glace Bay, NS B1A 1W5
Telephone: (902) 842-2874, Fax: (902) 842-1732

Northside Level II
(Northside Harbor View Transitional Care Unit - 4th floor)
No. of Beds - 11, Respite Beds - 0

Ms. Jeanette MacKinnon, A/Director of Nursing
520 Purves Street
PO Box 399
North Sydney, NS B2A 3M4
Telephone: (902) 794-8521, Fax: (902) 794-5444

Cape Breton Regional Health Care Complex (Sydney Site, 3B Transitional Unit)
No. of Beds - 18, Respite Beds - 0

Ms. Marilyn MacAskill, Director of Nursing
1482 George Street
Sydney, NS B1P 1A2
Telephone: (902) 567-7821, Fax: (902) 567-7885

Cape Breton District Health Authority (DHA 8) continued...

Northside Community Guest Home
No. of Beds - 90, Respite Beds - 0

Ms. Joanne MacNeil, Administrator
11 Queen Street
North Sydney, NS B2A 1A2
Telephone: (902) 794-4733, Fax: (902) 794-9021

Seaview Manor
No. of Beds - 101, Respite Beds - 2

Ms Catherine Power, Administrator
275 South Street, Glace Bay, NS B1A 1W6
Telephone: (902) 849-7300, Fax: (902) 849-7401
Confidential Fax: (902) 849-2937
e-mail: seaviews@ns.sympatico.ca

Taigh Na Mara Facility
No. of Beds - 24, Respite Beds - 0

Ms. Sharon Sheppard, Administrator
974 Main Street
Glace Bay, NS B1A 4L8
Telephone: (902) 842-39, Fax: (902) 842-3926

Taigh Solas (CBHC)
(Northside Harbor View Nursing Care Unit) *(Northside Level II)*
No. of Beds - 21, Respite Beds - 0

Ms. Sharon Sheppard, Director of Continuing Care
520 Purves Street
PO Box 399
North Sydney, NS B2A 3M4
Telephone: (902) 794-8521, Fax: (902) 794-5446
e-mail: sheppardsh@cbhc.ns.ca

The Cove Guest Home
No. of Beds - 110, Respite Beds - 0

Mr. Archie MacKeigan, Administrator
320 Alexandra Street
Sydney, NS B1S 2G1
Telephone: (902) 539-5267, Fax: (902) 539-7565
e-mail: a_mackeigan@canada.com
Website: www.coveguesthome.com

Victoria Haven Nursing Home
No. of Beds - 50, Respite Beds - 4

Ms. Marie McPhee, Administrator
5 Third Street, PO Box 219
Glace Bay, NS B1A 5V2
Telephone: (902) 849-4127, Fax: (902) 849-8826

Capital District Health Authority (DHA 9)

Arborstone Enhanced Care
No. of Beds - 190, Respite Beds - 0
Mr. John MacDonald, Administrator
126 Purcell's Cove Road
Halifax, NS B3P 1B5
Telephone: (902) 477-8051, Fax: (902) 477-5726

Duncan MacMillan Home for the Aged
No. of Beds - 25, Respite Beds - 1
Ms. Sheila Martin, Health Care Facility Manager
22639 # 7 Highway, PO Box 68
Sheet Harbour, NS B0J 3B0
Telephone: (902) 885-2545, Fax: (902) 885-3289

Dykeland Lodge (Hants County Residence for Senior Citizens)
No. of Beds - 110, Respite Beds - 1
Ms. Patricia K. Fraser, Administrator
124 Cottage Street
Windsor, NS B0N 2T0
Telephone: (902) 798-8346, Fax: (902) 798-8312
e-mail: dykelandlodge@ns.sympatico.ca

Maplestone Enhanced Care
No. of Beds - 87, Respite Beds -0
Ms. Renee Donovan-Gray, Administrator
245 Main Avenue
Halifax, NS B3M 1B7
Telephone: (902) 443-1971, Fax: (902) 443-9037

Glades Lodge
No. of Beds - 123, Respite Beds - 1
Ms. Bonnie Kay-Griffin, Administrator
25 Alton Drive
Halifax, NS B3N 1M1
Telephone: (902) 477-1777, Fax: (902) 477-8174

Haliburton Place
No. of Beds - 30, Respite Beds - 2
Ms. Theresa Fillatre, Healthcare Facility Manager
89 Payzant Drive
Windsor, NS B0N 2T0
Telephone: (902) 792-2003, Fax: (902) 798-6002

Melville Lodge
No. of Beds - 120, Respite Beds - 4
Ms. Dorothy Redmond, Administrator
50 Shoreham Lane
Halifax, NS B3P 2R3
Telephone: (902) 479-1030, Fax: (902) 477-1663

Capital District Health Authority (DHA 9) continued......

Musquodoboit Valley Home for Special Care (Braeside)
No. of Beds - 28, Respite Beds - 1
Ms. Diana Graham-Lentz, Site Manager
126 Higginsville Road
Middle Musquodoboit, NS B0N 1X0
Telephone: (902) 384-3007 Nurses Stn. or 384-2220 Admin., Fax: (902) 384-3310

Northwoodcare Incorporated
No. of Beds - 406, Respite Beds - 0
Mr. Lloyd O. Brown, Administrator
2615 Northwood Terrace
Halifax, NS B3K 3S5
Switchboard: (902) 454-8311, Fax: (902) 455-6408, Admissions: (902) 454-3356, Fax: (902) 453-1178
Administration: (902) 454-3320, Confidential Fax: (902) 454-3422; e-mail: information@nwood.ns.ca

Oakwood Terrace
No. of Beds - 111, Respite Beds - 0
Mr. Glenn Griffin, Administrator
10 Mount Hope Avenue
Dartmouth, NS B2Y 4K1
Telephone: (902) 469-3702, Fax: (902) 469-3824
e-mail: egriffin@oakwoodterrace.ns.ca

Ocean View Manor
No. of Beds - 176, Respite Beds - 1
Mr. Dion Mouland, Administrator
1909 Caldwell Road, PO Box 130
Eastern Passage, NS B3G 1M4
Telephone: (902) 465-6020, Fax: (902) 465-4929

Parkstone Enhanced Care
No. of Beds - 185, Respite Beds - 5
Ms. Carol Ann Gallant, Administrator
156 Parkland Drive
Halifax, NS B3S 1N9
e-mail: gallantc@shannex.com
Carol Ann's Direct Line: 446-8427
Telephone: (902) 446-7275, Fax: (902) 446-4044

Saint Vincent's Guest House
No. of Beds - 152, Respite Beds - 0
Ms. Kristin Schmitz, Administrator
2080 Windsor Street
Halifax, NS B3K 5B2
Telephone: (902) 429-0550, Fax: (902) 492-3703
e-mail: kschmitz@svgh.ca

Capital District Health Authority (DHA 9) continued......

Scotia Nursing Homes Ltd.
No. of Beds - 45, Respite Beds - 1

Ms. Patricia Bland, Administrator
125 Knowles Crescent
Beaverbank, NS B4G 1E7
Telephone: (902) 865-6364, Fax: (902) 865-3582
e-mail: patriciab@stevensgroup.ca
(*Website: http://www.nsnet.org/scotiahomes*)

The Birches
No. of Beds - 40, Respite Beds - 2

Ms. Eileen MacNeil, Long Term Care Manager
#7702 #7 Highway, RR#2
Musquodoboit Harbour, NS B0J 2L0
Switchboard: (902) 889-3474, Administration:
(902) 889-4101, Fax: (902) 889-4149

Windsor Elms United Church Senior Citizens' Home
No. of Beds - 107, Respite Beds - 1

Ms. Sherry Keen, Administrator
590 King Street
Windsor, NS B0N 2T0
Telephone: (902) 798-2251, Fax: (902) 798-0914

APPENDIX "E"

A MODEL TARIFF OF FEES AND EXPENSES MADE PURSUANT TO SECTION 139 OF THE *MUNICIPAL ELECTIONS ACT*

RETURNING OFFICER

1. For all services and expenses in connection with an election, an allowance of ____________________ .

OR

1. (a) For all services and expenses in connection with the municipal election, an allowance of ____________________ .

(b) For all additional services and expenses in connection with the regional or district school board district member election/African Nova Scotian member of the regional or district school board election/CSAP election, an allowance of ____________________ .

RENTAL OF OFFICE SPACE

2. Where the returning officer does not have premises provided by the municipal unit, the following tariff applies:

(a) For use as headquarters, the amount actually and reasonably paid, supported by vouchers,

OR

(b) For use by the returning officer of his/her residence as headquarters, an allowance of ________________________

(c) For use by the returning officer of his/her business premises as headquarters an allowance of ___________________________

3. For stationery, postage, courier services, election supplies, ballot boxes, rental of computers, adding machines and office furniture, installation of telephones and service, long distance charges, cartage of election supplies, rental of a meeting hall or temporary office, and other incidental outlays necessary in conducting an election, the amount actually and reasonably spent, supported by vouchers.

4. For the services of clerical assistants, including services for the tabulation of election results, an allowance of ______________________________ times the number of names on the official list of electors.

5. For addressing envelopes for mailing lists of electors, an allowance of ________________ for each name on the official list of electors.

6. For expenses incurred in the cleaning of ballot boxes before their return to the custodians, for each box an allowance of ____________________________.

REGISTRAR OF VOTERS

7. For all services and expenses in connection with an election, an allowance of ________________________.

ASSISTANT RETURNING OFFICER

8. For assisting returning officer, for all services and expenses in connection with an election and for acting in the absence of the returning officer, an allowance of ________________________________ .

OR

(a) For assisting returning officer, for all services and expenses in connection with the municipal election and for acting in the absence of the returning officer, an allowance of __________________ .

(b) For assisting returning officer, for all additional services and expenses in connection with the regional or district school board district member election/African Nova Scotian member of the regional or district school board election/CSAP election and for acting in the absence of the returning officer, an allowance of ________________ .

ENUMERATORS

9. For services and expenses required in the enumeration of electors, the sum of ____________, plus __________________ for the name of each elector properly included in the Enumerator's Index Sheets.

REVISING OFFICER

10. For all services performed in connection with the revision of names, a daily allowance of ______________________ .

DEPUTY RETURNING OFFICERS

11. (a) For all services and expenses in connection with an election, a daily allowance of ________________________________ .

(b) For standby service as a substitute, a daily allowance of____________________________ .

POLL CLERKS

12. (a) For all services and expenses in connection with an election, a daily allowance of_______________________________ .

(b) For standby service as a substitute, a daily allowance of____________________________ .

CONSTABLES

13. For all services at ordinary polls, at advance polls and at the revisal office the hourly wage of __________________ times the number of hours.

TRAVEL ALLOWANCE

14. A returning officer, assistant returning officer, and revising officer, and revision clerk are authorized to be paid a travel allowance in connection with the conduct of an election as follows:

(a) for distance actually travelled by private car, supported by an itemized statement, the rate from time to time paid to employees of the municipality.

(b) for travel by other means of transportation the expenses necessarily and reasonably incurred, supported by vouchers.

(c) actual and reasonable living expenses, supported by vouchers.

PRINTING CLAIMS

15. (a) For the printing, numbering and binding or stitching of ballot papers, the actual cost incurred, supported by vouchers.

(b) For the printing of election lists, the actual cost, supported by vouchers.

RECOUNTS OR CONTROVERTED ELECTIONS

16. For required attendance by the returning officer at a recount or a court application regarding a controverted election, a daily allowance of ____________________________.

APPENDIX "F"

INFORMATION FOR CANDIDATES

1. Sample Confidentiality Notice for the List of Electors

This information is to be provided to all users of the list of electors.

Confidentiality of the List of Electors
The list(s) of electors that have been provided to you as a candidate are to be used for electoral purposes only. They cannot be inspected, disposed of or sold. [*Municipal Elections Act,* s. 40(6)].

All copies of the list(s) of electors in your possession must be returned to the clerk of the Municipality within 7 days of the election, or your deposit is forfeited. [*Municipal Elections Act,* s.51(6)].

2. Sample Information Kit for Prospective Candidates

The following is a sample of information that can be provided to candidates by the municipality. You may also provide some of this information to prospective candidates, and some following the acceptance of their nomination.

- Candidate's Guide
- Nomination form (Forms 11, 11A, 11B or 11C, as the case may be)
- Information about any required deposit, including how it is to be paid
- Letter to the candidate outlining significant matters and dates
- Candidate information sheet, which contains
    - identification information
    - contact information
    - any other information determined by the municipality
- Results of the last election
- Calendar Guide
- Appointment Forms for Official Agent (Form 17) and Poll Agents (Form 15)
- Candidate's Campaign Contributions Disclosure Statement (Form 40)
- Association's Campaign Contributions Disclosure Statement (Form 41)
- Written description or map (or both) of the polling district (Note: for Mayoralty candidates, must provide the information for the whole of the municipality)
- Statistical information, such as the number of dwellings or households in the district (to assist with the distribution of campaign material)
- Confidentiality Notice for Lists of Electors

- Proxy voting information and applications for proxy votes (Form 21)
- Information about certificates of eligibility and applications for the certificates (Form 10A)
- Information about transfer certificates and applications for the certificates (Form 18)
- Information about posting and identification of campaign signs

3. Information on the Posting of Signs in Public Places:

From Aliant Telecom:
"Aliant Telecom does not permit the unauthorized installation of signs, banners, or posters on our telephone poles. These attachments, as well as the associated means of fastening the signage to the pole, pose a safety hazard to all utility technicians who climb the poles".

Please contact Michael Feener, Manager Safety Aliant Telecom, at 902-486-3299 or email at michael.feener@aliant.ca with any questions or concerns.

From Nova Scotia Power:
"Nova Scotia Power Inc. does not permit the unauthorized installation of signs, banners or posters on power poles. These attachments, as well as associated protruding nails and staples pose a safety hazard to our power line technicians, as well as employees with other utilities, who work on these poles".

Please contact Gary Morine, Sr., Electrical Engineer, at (902) 869-5333.

From the Provincial Department of Transportation and Public Works:
" The Department of Transportation and Public Works has a long-established policy and practice regarding election-related signage near provincial roadways.

Controlled Access Highways

(a) **Outside cities and towns** - election signs not permitted within 150 metres of the centreline of controlled access highway.

(b) **Within city or town limit** - election signs not permitted on Department right-of-way.

(c) No signs permitted within 60 metres of the end of ramps onto connector/non-controlled access highways.

Non-Controlled Access Highways (Most Provincial Roads)

(a) Election signs are permitted subject to the following constraints:

- signs should be behind ditch line or minimum three (3) metres behind curb
- signs should not cause hazard by obstructing sight distance at intersections, etc.
- sign erectors should have approval of adjacent property owner if the sign is in the vicinity of a residence or business
- signs are not permitted to be attached to Department signs or guardrail/guide posts.

Enforcement Procedure to Be Followed by TPW Staff

(a) Policy as stated will be enforced.

(b) If a large wooden sign (1.2 x 1.2 metres or larger) is found to be in violation of policy, contact has to be made with the candidate's office to advise that the sign is in violation and has to be removed. For signs smaller than 1.2 x 1.2 metres, the candidate's office will not be contacted.

(c) For signs greater than 1.2 x 1.2 metres, the candidate's office will be advised that if the sign is not relocated within 24 hours, TPW staff will remove the sign. The sign will be taken down with as little damage as possible and stored at the local base for retrieval by the appropriate person.

For signs smaller than 1.2 x 1.2 metres, the sign should be removed and stored at the base until the end of the election period or the appropriate person contacts the base in regards to collecting signs that may have been taken down.

APPENDIX "G"

SAMPLE RECOUNT APPLICATION FORMS

Province of Nova Scotia)
County of)

IN THE PROVINCIAL COURT

IN THE MATTER OF: Sections 131 and 132 of the *Municipal Elections Act*, R.S.N.S. 1989, c. 299;

IN THE MATTER OF: An application for a Recount Made By

____
(name of candidate)
a Candidate in a Municipal Election held in Polling
District (Ward) ________________________ in the
(number)
____ held
(name of municipality)
on _____________________________________.
(date of election)

APPLICATION FOR DATE FOR RECOUNT

TAKE NOTICE that an application will be made by or on behalf of the above named candidate to the Judge of the Provincial Court sitting at the Court House ____ on ____________________, the
(street address and community where court house is) (day of the week)
________________ day of_______________, _______, at the hour of_____________
(day) (month) (year)
o'clock in the ______________ noon, or so soon thereafter as the application can be made for a time and place to be appointed to recount all ballots in the above noted municipal election, which time will be not more than thirty days after this application.

AND FURTHER TAKE NOTICE that you may be present or represented at the hearing of this application and may make submissions regarding the most convenient time and place for the recount, and if you are not present you will be further notified of the time and place for the recount.

AND FURTHER TAKE NOTICE that the applicant has caused the sum of $200.00 in the form of cash, a certified cheque or a money order to be deposited with the clerk of the court as security for costs of the recount.

DATED at _______________, Nova Scotia, this _________ day of _________,
_______. (place) (day) (month)
(year)

____
Candidate or Solicitor for Candidate
(street and mailing address)

TO: Clerk of ______________________________
(name of municipal unit)
Returning Officer (if the Clerk is not the Returning Officer)
Other Candidates: ______________________________
____

Province of Nova Scotia)
County of)

IN THE PROVINCIAL COURT

IN THE MATTER OF: Sections 131 and 132 of the *Municipal Elections Act,* R.S.N.S. 1989, c. 299;

IN THE MATTER OF: An application for a Recount Made By

____
(name of candidate)
a Candidate in a Municipal Election held in
Polling District (Ward) ________________ in the
(number)
___________________________________ held
(name of municipality)
on _____________________________________ .
(date of election)

ORDER

UPON APPLICATION by the above noted candidate;

AND UPON HEARING all persons wishing to be heard in respect of the application for the appointment of the time and place for a recount in the above noted municipal election;

IT IS HEREBY ORDERED that the above noted recount shall take place at

____
(full address and room number where applicable)
on _____________ ___ ___, the ________ day of _______________,____________, at
(day of the week) (day) (month) (year)
the hour of___________ o'clock in the _____________ noon, or so soon thereafter as the recount can commence.

IT IS FURTHER ORDERED that the following persons shall be notified of the time and place of the recount by personal service on each of them of a copy of this Order. The persons to be served are:

______________________________________, Municipal Clerk
name
______________________________________, Returning Officer
name

(delete if Municipal Clerk was Returning Officer)

______________________________________, Candidate
name

______________________________________, Candidate
name

______________________________________, Candidate
name

GIVEN under my hand this ______________ day of __________, _______ .
(day) (month) (year)

____
A Judge of the Provincial Court

APPENDIX "H"

COUNCIL OPTIONS UNDER THE MUNICIPAL ELECTIONS ACT

1. Under the terms of the *Municipal Elections Act*, a Council may

   (a) reduce or eliminate the $200 deposit for candidates, by by-law subject to the approval of the Service Nova Scotia and Municipal Relations [s. 51]. The deposit has two purposes, namely, to test the seriousness of a candidate and to ensure the removal of election advertising (See #5 below). If Council does not act, then the $200 deposit will apply;

   (b) appoint an assistant returning officer to assist the returning officer and act in his or her absence;

   (c) appoint a registrar of voters (on the recommendation of the returning officer), by resolution [s. 22]. The registrar of voters, whose function is to assist the returning officer in overseeing the conduct of the enumeration and the preparation of the lists of electors, is an optional election officer whose functions would otherwise be performed by the returning officer;

   (d) choose, by April 15th, to have the preliminary list of electors prepared from a federal or provincial list of electors, or from an enumeration, or from the most recent municipal list of electors [s. 30];

   (e) fix a day for the first advance polling day to be either the Saturday preceding ordinary polling day or the second Thursday before the ordinary polling day;

   (f) establish a tariff of fees and expenses for election officers, together with a system for rendering and verifying accounts, by resolution [s. 139]. The tariff of fees and expenses must be prescribed, but Council has complete freedom as to its contents (see sample in Appendix "E");

   (g) call a special election (by-election) by resolution, to fill a vacancy that occurs within seven to eight months before ordinary polling day in a regular election year (the Act specifies that no special election is to be held within six months, and since the election is held at least five to eleven weeks after the vacancy occurs, the extended timing results), by resolution [s. 13(6)].

Model By-law Respecting Candidate's Deposit

To be effective for an election, a by-law respecting the deposit must be effective before nomination day, the second Tuesday in September. Where there is a deposit in effect, it must be the same for all candidates, whether for mayor, councillor, or school board member.

Should council choose to reduce or eliminate the deposit a sample by-law to that effect follows. (Note that council may adopt either version of paragraph 2, but not both.)

MODEL BY-LAW

RE: DEPOSIT BY CANDIDATES AT AN ELECTION

(*Municipal Elections Act*, Section 51)

BE IT RESOLVED by the council ________________________ that the following by-law is hereby enacted:

1. This by-law shall be known as the Election Deposit By-Law.

EITHER

2. Every nomination paper filed by or on behalf of a candidate in any election held under the Municipal Elections Act shall be accompanied by a deposit of _________________ dollars.

OR

2. No deposit is required to accompany any nomination paper filed by or on behalf of any candidate in any election held under the *Municipal Elections Act*.

THIS IS TO CERTIFY that the foregoing is a true copy of a by-law duly passed at duly called meeting of the Council of
the__________________of______________________ duly held
on ________________________ day of ______________________.
Dated this _______________ day of ________________________,
_________.

....
CLERK

APPENDIX I

SCHOOL BOARD ELECTORAL DISTRICTS

Annapolis Valley Regional School Board

Electoral District 1 (1 member)	**Municipality of the County of Annapolis** **Polling Districts 1, 2, 10, 11** **Town of Middleton**
Electoral District 2 (1 member)	**Municipality of the County of Annapolis** **Polling Districts 3, 4, 7, 9** **Town of Bridgetown**
Electoral District 3 (1 member)	**Municipality of the County of Annapolis** **Polling Districts 5, 6, 8 (excluding the Maitland Bridge area)** **Town of Annapolis Royal**
Electoral District 4 (1 member)	**Municipality of the County of Kings** **Polling Districts 1, 2**
Electoral District 5 (1 member)	**Municipality of the County of Kings** **Polling District 3** **Town of Kentville**
Electoral District 6 (1 member)	**Municipality of the County of Kings** **Polling Districts 10, 11**
Electoral District 7 (1 member)	**Municipality of the County of Kings** **Polling Districts 5, 8**
Electoral District 8 (1 member)	**Municipality of the County of Kings** **Polling Districts 4, 9** **Town of Berwick**
Electoral District 9 (1 member)	**Municipality of the County of Kings** **Polling District 6**
Electoral District 10 (1 member)	**Municipality of the County of Kings** **Polling District 12** **Town of Wolfville**
Electoral District 11 (1 member)	**Municipality of the District of West Hants** **Polling Districts 1, 2, 3, 4**
Electoral District 12 (1 member)	**Municipality of the District of West Hants** **Polling Districts 7, 8, 9**
Electoral District 13 (1 member)	**Municipality of the District of West Hants** **Polling Districts 5, 6** **Town of Windsor**

Cape Breton-Victoria Regional School Board

Electoral District A (3 members)	**Cape Breton Regional Municipality** **Polling Districts 1, 2, 3, 4**
Electoral District B (1 member)	**Cape Breton Regional Municipality** **Polling Districts 5, 6**
Electoral District C (2 members)	**Cape Breton Regional Municipality** **Polling Districts 7, 8, 9**
Electoral District D (1 member)	**Cape Breton Regional Municipality** **Polling Districts 10, 11**
Electoral District E (1 member)	**Cape Breton Regional Municipality** **Polling Districts 12, 13**
Electoral District F (2 members)	**Cape Breton Regional Municipality** **Polling Districts 14, 15, 16**
Electoral District G (1 member)	**Municipality of the County of Victoria** **Polling Districts 1, 2, 3, 4, 5**
Electoral District H (1 member)	**Municipality of the County of Victoria** **Polling Districts 6, 7, 8**

Chignecto-Central Regional School Board

Electoral District 1 (1 member)	**Town of Amherst**
Electoral District 2 (1 member)	**Municipality of the County of Cumberland** **Polling Districts 1, 8, 9,10** **Town of Parrsboro**
Electoral District 3 (1 member)	**Municipality of the County of Cumberland** **Polling Districts 2, 3, 7** **Town of Oxford** **Town of Springhill**
Electoral District 4 (1 member)	**Municipality of the County of Colchester** **Polling District 7** **Municipality of the County of Cumberland** **Polling Districts 4, 5, 6** **Municipality of the County of Pictou** **Polling District 4**
Electoral District 5 (1 member)	**Municipality of the County of Pictou** **Polling Districts 3, 5, 6, 7, 8** **Town of Pictou**
Electoral District 6 (1 member)	**Municipality of the County of Colchester** **Polling Districts 1, 5, 6, 11**
Electoral District 7 (1 member)	**Town of Truro**

Electoral District 8 (1 member)	Municipality of the County of Colchester Polling Districts 2, 3, 4 Town of Stewiacke
Electoral District 9 (1 member)	Municipality of the County of Colchester Polling Districts 8, 9, 10
Electoral District 10 (1 member)	Municipality of the District of East Hants Polling Districts 5, 6, 8, 11, 12A, 12B
Electoral District 11 (1 member)	Municipality of the District of East Hants Polling Districts 1A, 1B, 2, 2A, 3, 4
Electoral District 12 (1 member)	Town of New Glasgow
Electoral District 13 (1 member)	Town of Stellarton Town of Westville
Electoral District 14 (1 member)	Municipality of the County of Pictou Polling Districts 2, 9, 10 Town of Trenton
Electoral District 15 (1 member)	Municipality of the County of Pictou Polling Districts 1, 11, 12, 13, 14

Conseil Scolaire Acadien Provincial (CSAP)

Electoral District of Antigonish (1 member)	Municipality of the County of Antigonish Municipality of the County of Colchester Municipality of the County of Cumberland Municipality of the District of East Hants Municipality of the District of Guysborough Municipality of the County of Pictou Municipality of the District of St. Mary's Town of Amherst Town of Antigonish Town of Canso Town of Mulgrave Town of New Glasgow Town of Oxford Town of Parrsboro Town of Pictou Town of Springhill Town of Stellarton Town of Stewiacke Town of Trenton Town of Truro Town of Westville

Electoral District of Argyle (3 members)	**Municipality of the District of Argyle** **Municipality of the District of Barrington** **Municipality of the District of Shelburne** **Municipality of the District of Yarmouth** **Town of Clark's Harbour** **Town of Lockeport** **Town of Town of Shelburne** **Town of Yarmouth**
Electoral District of Clare (3 members)	**Municipality of the District of Clare** **Municipality of the District of Digby** **Town of Digby**
Electoral District of Greenwood (1 member)	**Municipality of the County of Annapolis** **Municipality of the County of Kings** **Municipality of the District of West Hants** **Town of Annapolis Royal** **Town of Berwick** **Town of Bridgetown** **Town of Hantsport** **Town of Kentville** **Town of Middleton** **Town of Windsor** **Town of Wolfville**
Electoral District of Halifax (3 members)	**Halifax Regional Municipality**
Electoral District of Inverness (2 members)	**Municipality of the County of Inverness**
Electoral District of Richmond (2 members)	**Municipality of the County of Richmond** **Town of Port Hawkesbury**
Electoral District of South Shore (1 member)	**Region of Queens Municipality** **Municipality of the District of Chester** **Municipality of the District of Lunenburg** **Town of Bridgewater** **Town of Lunenburg** **Town of Mahone Bay**
Electoral District of Victoria-Cape Breton (1 member)	**Cape Breton Regional Municipality** **Municipality of the County of Victoria**

Halifax Regional School Board

(Unavailable)

South Shore District School Board

Electoral District 1 (1 member)	**Region of Queens Municipality** **Polling Districts 1, 2, 3, 4**
Electoral District 2 (1 member)	**Region of Queens Municipality** **Polling Districts 5, 6, 7**
Electoral District 3 (1 member)	**Region of Queens Municipality** **Polling Districts 8, 9** **Municipality of the County of Annapolis** **Polling District 8 (Maitland Bridge Area only)**
Electoral District 4 (1 member)	**Town of Bridgewater**
Electoral District 5 (1 member)	**Municipality of the District of Lunenburg** **Polling Districts 7, 8, 9, 10**
Electoral District 6 (1 member)	**Municipality of the District of Lunenburg** **Polling Districts 11, 12, 13**
Electoral District 7 (1 member)	**Municipality of the District of Lunenburg** **Polling Districts 1, 2, 3** **Town of Lunenburg**
Electoral District 8 (1 member)	**Municipality of the District of Lunenburg** **Polling Districts 4, 5, 6** **Town of Mahone Bay**
Electoral District 9 (1 member)	**Municipality of the District of Chester** **Polling Districts 4, 5, 6**
Electoral District 10 (1 member)	**Municipality of the District of Chester** **Polling Districts 1, 2, 3, 7**

Strait Regional School Board

Electoral District 1 (1 member)	**Municipality of the County of Inverness** **Polling Districts 1, 2, 3**
Electoral District 2 (1 member)	**Municipality of the County of Inverness** **Polling Districts 4, 5**
Electoral District 3 (1 member)	**Municipality of the County of Inverness** **Polling District 6** **Town of Port Hawkesbury**
Electoral District 4 (1 member)	**Municipality of the County of Richmond** **Polling Districts 1, 2, 3, 4, 5, 6**
Electoral District 5 (1 member)	**Municipality of the County of Richmond** **Polling Districts 7, 8, 9, 10**
Electoral District 6 (1 member)	**Town of Antigonish**

Electoral District 7 (1 member)	**Municipality of the County of Antigonish** **Polling Districts 1, 2, 3, 4, 10**
Electoral District 8 (1 member)	**Municipality of the County of Antigonish** **Polling Districts 5, 6, 7, 8, 9**
Electoral District 9 (1 member)	**Municipality of the District of Guysborough** **Polling Districts 1, 2, 3, 4, 5, 6** **Town of Canso** **Town of Mulgrave**
Electoral District 10 (1 member)	**Municipality of the District of Guysborough** **Polling District 7** **Municipality of the District of St. Mary's**

Tri-County District School Board

Electoral District 1 (1 member)	**Municipality of the District of Argyle** **Municipality of the District of Yarmouth** **Polling District 2**
Electoral District 2 (1 member)	**Municipality of the District of Barrington** **Town of Clark's Harbour**
Electoral District 3 (1 member)	**Municipality of the District of Digby** **Polling Districts 3, 4** **Town of Digby**
Electoral District 4 (1 member)	**Municipality of the District of Digby** **Polling Districts, 1, 2, 5**
Electoral District 5 (1 member)	**Municipality of the District of Clare**
Electoral District 6 (1 member)	**Town of Yarmouth** **Polling Divisions 1, 2, 3, 4, 5, 7**
Electoral District 7 (1 member)	**Municipality of the District of Yarmouth** **Polling Districts 5, 6, 7** **Town of Yarmouth** **Polling Division 6**
Electoral District 8 (1 member)	**Municipality of the District of Yarmouth** **Polling Districts 1, 3, 4**
Electoral District 9 (1 member)	**Municipality of the District of Shelburne** **Town of Lockeport** **Town of Shelburne**

Municipal Elections
Returning Officer
2004 Calendar

March 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Candidate to be resident in Municipality for council election in school region for school board election by today	15 Municipal Returning Officer to be appointed by today	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Returning Officer sets polling divisions by today. Report to Council	For budget discussions: Remember to include recommendations for council for additional notifications for advising the public about revision. Tariff of fees and expenses could be presented to Council		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2004					**Enumeration can be commenced this month (optional)**	
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Council must approve method of preparing the preliminary list of electors by today	16 No special elections held after this date (unless Council approves)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2004						**1** Registrar of voters (optional) to be appointed by today
2	**3**	**4**	**5**	**6**	**7**	**8**
9	**10**	**11**	**12**	**13**	**14**	**15**
16	**17**	**18**	**19**	**20**	**21**	**22**
23	**24**	**25**	**26**	**27**	**28**	**29**
30	**31** Enumeration must be commenced by today (if municipality using it)					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2004						
		1	2	3	4	5
6	7	8	9	10 Enumeration to be complete by today (if municipality using it)	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	**To do this month:** ✳ Returning Officer to recommend to council date for completion of the final list of electors no later than SEPTEMBER 3rd - Consider booking polling stations - particularly schools		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2004					**To do this month:** **- Revision Notification plans must be made** (list to be final by September 3rd) **- Revising Officer to be appointed** (unless Returning Officer to conduct revision)	
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Residency as of today for voting • in Municipality for municipal election • in school region for school board election • in Province for CSAP or provincial plebiscite	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Last day for completion of the preliminary list of electors

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2004					**To do this month:** **- Revision of the preliminary list of electors** **- Have nomination package ready for prospective candidates**	
1	**2**	**3**	**4**	**5**	**6**	**7**
8	**9**	**10**	**11**	**12**	**13**	**14**
15	**16**	**17**	**18**	**19**	**20**	**21**
22	**23**	**24** Last day for 1st ad for nominations *	**25**	**26**	**27**	**28**
29	**30**	**31** Last day for 2nd ad for nominations *	* **2 ads must be no less than 7 days and no more than 14 days apart. (2nd ad could be as late as 7 days before nomination day** **2 ads also required to publicize revision of the preliminary list of electors**			

September 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Last day for council to approve for completion of final list	4
5	6	7 Nominations by appointment Issue: proxies, transfer certificates, certificates of eligibility	8 Nominations by appointment Issue: proxies, transfer certificates, certificates of	9 Nominations by appointment Issue: proxies, transfer certificates, certificates of eligibility	10 Nominations by appointment Issue: proxies, transfer certificates, certificates of eligibility	11
12	13 Nominations by appointment Issue: proxy papers, transfer certificates, certificates of eligibility	14 Nomination Day (9:00am - 5:00pm) Issue: proxy papers, certificates of eligibility, transfer certificates	15 Candidate may withdraw or change particulars up to 4 pm Issue: proxy papers, certificates of eligibility, transfer certificates	16 Issue: proxy papers, certificates of eligibility, transfer certificates	17 Issue: proxy papers, certificates of eligibility, transfer certificates	18
19	20 Issue: proxy papers, certificates of eligibility, transfer certificates	21 SUGGESTED DAY FOR 1ST AD FOR ELECTION NOTICE Issue: proxy papers, transfer certificates, certificates of eligibility	22 Issue: proxy papers, transfer certificates, certificates of eligibility	23 Issue: proxy papers, transfer certificates, certificates of eligibility	24 Issue: proxy papers, transfer certificates, certificates of eligibility	25
26	27 Issue: proxy papers, transfer certificates, certificates of eligibility	28 SUGGESTED DAY FOR 1ST AD FOR ELECTION NOTICE Issue: proxy papers, transfer certificates, certificates of eligibility	29 Issue: proxy papers, transfer certificates, certificates of eligibility Possible advance poll notice ✳	30 Issue: proxy papers, transfer certificates, certificates of eligibility	✳ Advance Poll Notice must be given TWICE, with the 2 ads being at least 7 days apart, with the second notice appearing before the first advance poll day. Both ads could be combined with the Election Notice, if deemed adviseable, or the advance poll could be separately advertised.	

October 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Issue: proxies, transfer certificates, certificates of eligibility Possible advance poll notice *	**2**
3	**4** Issue: proxy papers, transfer certificates, certificates of eligibility	**5** Issue: proxy papers, transfer certificates, certificates of eligibility	**6** Issue: proxy papers, transfer certificates, certificates of eligibility Last day for advance poll notice for Thurs. advance poll	**7** Issue: proxy papers, transfer certificates, certificates of eligibility Optional advance poll: 12:00 - 8:00	**8** • Last day to appoint DROs ad Poll Clerks • Cease issuing proxies at 5:00pm • Issue transfer certificates and certificates of eligibility • Possible advance poll notice	**9** Advance poll (Optional) 12:00 - 8:00
10	**11** Issue: transfer certificates, certificates of eligibility	**12** ADVANCE POLL 12:00 - 8:00 Issue: transfer certificates, certificates of eligibility	**13** Cease issuing transfer certificates and certificates of eligibility at 5:00 pm	**14**	**15** Returning Officer to deliver voting materials to DROs by 10:00 pm	**16** Ordinary Polling Day (8:00am -7:00 pm)
17	**18** Last day to count separated school board ballots, if necessary	**19** Official addition of votes 10:00 am at Returning Officer headquarters	**20**	**21**	**22**	**23**
24/ 31	**25** Candidates to file affidavit, return voters list by today, or no refund of deposit	**26** Last day to apply for a recount	**27**	**28**	**29**	**30**

November 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Last day to apply to void the election Last day for public examination of poll books	9	10 Ballot boxes can be opened and contents disposed of; poll books, voters list, recap sheets to clerk (or school board)	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Last day to file campaign disclosure form with municipal clerk or secretary of school board	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	